

# **DEVELOPMENT COORDINATOR – LIFESKILLS PROGRAMME**

## **Job Application Pack – January 2023**

**Deadline For Applications:** Tuesday 31<sup>st</sup> January

**Interviews:** Friday 3<sup>rd</sup> February

If you have any questions, or would like to talk to someone about the role, please email our Homeless Services Manager: [margaret@greatertogethermanchester.org](mailto:margaret@greatertogethermanchester.org) or call her on 07591203345

Please submit your CV and a covering letter outlining your experience, skills and knowledge, and why you are suitable for this role, in relation to the job description and person specification, to [recruitment@greatertogethermanchester.org](mailto:recruitment@greatertogethermanchester.org) by 5pm on Tuesday 31st January.

# JOB DESCRIPTION

<b><u>Job Title</u></b>	Development Coordinator (Lifeskills)
<b><u>Responsible to</u></b>	Homeless Services Manager
<b><u>Location</u></b>	Greater Manchester*
<b><u>Hours</u></b>	Full Time – 35 hours per week (evening and weekend working will be required, pattern of work to be agreed)
<b><u>Duration</u></b>	2½ years fixed term contract (extension of contract subject to funding)
<b><u>Salary</u></b>	£24,500 per annum plus 7% pension

## **About Greater Together Manchester**

Greater Together Manchester is a charity that looks to tackle poverty and deprivation across Greater Manchester and Rossendale.

We work with communities all over Greater Manchester to tackle poverty and deprivation, and to find ways to support the most vulnerable people in our society. We work with local, grassroots groups to develop their responses to concerns or problems in their community, providing advice, support, infrastructure and support with fundraising.

### **Purpose of Greater Together Manchester:**

- To kick-start, grow and support local social action/community outreach projects and initiatives by equipping local groups, individuals and communities with the skills and confidence to make a real difference to the lives of the most vulnerable people in their local area.
- To connect projects, people and organisations together to allow them to share best practice, resources and ideas.
- To work together with multi-agency partners to influence local, regional and national policy and strategy.
- To provide training and information to individuals and organisations to help equip front-line workers with the skills and knowledge they need to support and sign post vulnerable people more effectively.

## **About GTM Lifeskills**

The Lifeskills programme offers structured support to people who have previously been, or are currently experiencing, homelessness, providing access to life skills sessions, including training, activities that promote physical and mental wellbeing.

### **Purpose of the Post**

The post requires excellent interpersonal skills and the ability to communicate with people from diverse backgrounds.

The successful candidate will work closely with the Homeless Services Team in the development and running of the GTM Lifeskills Programme. The post holder will work with colleagues to ensure that participants are assessed, supported and referred onto other programmes as appropriate.

The successful candidate will work with volunteers, sessional workers, and attendees to facilitate the smooth running of the programme. They will also be responsible for the administration of volunteers, enquiries, bookings and other tasks linked to the work, as well as ensuring that relevant information is collected for monitoring and evaluation purposes.

The successful candidate will be required to attend the sessions to assist with the delivery, to collect information, case studies and complete monitoring forms, which will be used to inform the future planning of the project.

The post is a mix of practical involvement and administrative work and requires flexible working and adaptable thinking. Some evening and weekend working will be required as part of the role.

Lifeskills sessions will take place in various locations across Greater Manchester and so the ability to travel independently is essential.

\*Our current offices are on Deansgate in Manchester City Centre, but we are moving to Bury Town Centre at the end of February 2023, however we are flexible and allow for hybrid working wherever possible.

## **Main Duties and Responsibilities**

- Deliver the Lifeskills programme, sustaining existing sessions, and working with partners to create new sessions that meet the needs of our client group.
- Create new referral pathways for participants to ensure that each session is viable and can be sustained.
- Retain a full overview of the service, responding promptly to any issues or challenges, monitoring and reviewing sessions and liaising regularly with volunteers, participants, and colleagues.
- Promote and monitor standards and compliance with procedures (e.g., H & S, Safeguarding, Professional Boundaries etc.)
- Promote and publicise the service including effective use of social media
- Ensure all necessary data is recorded
- Continue to recruit, train and induct volunteers, establish regular supervision meetings - both individual and group.
- Implement appropriate monitoring and performance measures for the service, including data collection and reports.
- Respond appropriately to complaints, welfare concerns, safeguarding issues
- Develop and sustain positive and productive relationships with partners to support the delivery of the service.
- Research and respond to opportunities to develop, expand and extend the project.
- Keep up to date with best practice, relevant legislation and developments in the wider sector.

**Please note that the successful applicant will be subject to an enhanced DBS check.**

**GTM is an equal opportunities employer and does not discriminate on the grounds of gender, marital status, race, ethnic origin, colour, nationality, national origin, disability, sexual orientation, religion or age. Selection for employment will be based on aptitude and ability.**

## PERSON SPECIFICATION

Quality	Description	E	D
Experience	Previous project management/coordination experience.	✓	
Experience	Experience of working with people from a wide range of backgrounds.	✓	
Experience	Experience of recruiting, working with, coordinating and supporting large numbers of volunteers.	✓	
Experience	Experience of liaising, working with and networking effectively with a range of partners and other agencies.	✓	
Experience	Experience of working in the voluntary sector.		✓
Knowledge	An understanding of the complex and changing challenges faced by people who have experienced or are experiencing homelessness.	✓	
Knowledge	An understanding of, and commitment to, the principles of co-production.	✓	
Knowledge	Knowledge of local services and organisations relevant to people experiencing poverty	✓	
Knowledge	Knowledge of health and safety, and dynamic risk assessing		✓
Skills	Self-motivation and the ability to act on your own initiative.	✓	
Skills	Able to use social media for posting relevant content and updates		✓
Skills	Excellent written and verbal communication skills and the ability to communicate with and relate to people from a wide range of backgrounds.	✓	
Skills	Ability, and willingness, to work flexibly and within hectic and varying environments.	✓	
Skills	Ability to organise own time and prioritise own workload with minimum supervision.	✓	
Skills	Ability to create and maintain accurate records.	✓	
Skills	Competence in the use of IT, or confident in the learning of IT, including MS Office (in particular experience in using Microsoft Excel) as well as volunteer management software and CRMs.	✓	
Attitude	Positive, optimistic and resourceful when dealing with obstacles and last minute changes	✓	
Attitude	A willingness to work across projects and support colleagues when necessary.	✓	
Attitude	A commitment to reliability and time-keeping.	✓	
Attitude	A non-judgmental and positive attitude towards people who are in need and a passion for tackling poverty, deprivation and injustice.	✓	
Attitude	A flexible approach to working hours as evening and weekend work will be required.	✓	
Attitude	Commitment to equality and diversity.	✓	
Attitude	Sympathetic to the values and ethos of Greater Together Manchester.	✓	
Other	Driving license and access to own vehicle.	✓	