

LIFESKILLS PROGRAMME COORDINATOR

Job Application Pack

April 2021

Deadline For Applications:

5pm on Wednesday 21st April 2021

Interviews:

Friday 30th April 2021 – via Zoom

If you have any questions, or would like to talk to someone about the role, please contact our Homeless Services Manager, Craig on 07591 203 345 or email craig@greatertogethermanchester.org

Completed Application Forms should be submitted to: craig@greatertogethermanchester.org

JOB DESCRIPTION

<u>Job Title</u>	Lifeskills Programme Coordinator
<u>Responsible to</u>	Homeless Services Manager
<u>Location</u>	Greater Manchester*
<u>Hours</u>	Full Time – 35 hours per week (evening and weekend working will be required, pattern of work to be agreed)
<u>Duration</u>	1 year fixed term (extension of contract subject to funding)
<u>Salary</u>	£23,000 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.

Purpose of the Post

The post requires excellent interpersonal skills and the ability to communicate with people from diverse backgrounds. The key values of this project are hospitality, dignity and respect for all.

The successful candidate will work closely with the Homeless Services Manager in the development and running of the GTM Lifeskills Project. The project provides support to people who have previously been, or are currently experiencing, homelessness with access to life skills including training, activities, and sessions for the promotion of physical and mental wellbeing.

The successful candidate will work with the project's volunteers, sessional workers and attendees to facilitate the smooth running of the programme sessions. 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 some of the sessions in person 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.

Applications from the whole community are accepted, but we particularly welcome applications from those people who have personal experience of homelessness or poverty; and, from people with the ability to communicate in other languages as well as English.

*Currently, GTM staff are working from home (or at project specific sites) as our offices are closed to all but essential staff members. This will change as the current pandemic restrictions change. GTM's main office is based on Deansgate in Manchester City Centre and attendance here may be required.

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

Main Duties and Responsibilities

- 1) To support the planning and smooth running of sessional projects
- 2) To ensure each session is prepared and ready
- 3) To open up and/or close up the buildings where necessary
- 4) To coordinate volunteers; helping with recruitment, induction and organisation of rotas
- 5) To effectively communicate with partners, workers, volunteers and attendees from all backgrounds.
- 6) To maintain accurate records of information and data in accordance with our funders' wishes and in accordance with GDPR and Data Protection Policies
- 7) To ensure that monitoring systems are adhered to and records are accurate and up to date using computer-based and paper-based methods.
- 8) To liaise with donors to receive or distribute items to those who need them
- 9) To work with all staff and volunteers to ensure that all policies and procedures are adhered to.
- 10) To attend meetings, conferences or events relating to your role or the work of Greater Together Manchester, as agreed with the Homeless Services Manager.
- 11) To undertake any training or development opportunities as agreed
- 12) To undertake any additional tasks required as agreed with your line manager or the Board of Trustees.

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

PERSON SPECIFICATION

Quality	Description	E	D
Experience	Previous project coordination experience.	✓	
Experience	Experience of working with people from a wide range of backgrounds.	✓	
Experience	Experience of 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 challenges faced by people experiencing homelessness, poverty and deprivation.	✓	
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 workplace 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 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 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		✓

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.

JOB APPLICATION GUIDELINES

Information on Completing the Application Form

The information you provide in your application form is the **ONLY** information we will use in deciding whether or not you will be shortlisted for interview.

Your application form is therefore very important and the following advice is designed to help you complete it as effectively as possible.

Do not send any additional documents as the shortlisting panel will not be able to use them in their decision making.

Planning Your Application Form

Before filling in the application form, please read the information pack carefully

- Please look at all the information so that you know what the job involves and understand the range of skills and expertise required.
- Every vacancy is based on a **job description** and **person specification**, which lists the main duties of the post and describes the skills, experience and qualifications we are looking for.

Using the Job Description and Person Specification:

- The person specification is the list of requirements regarded as necessary for the role.
- The most important question in the job application is the one that asks "Using the job description and person specification, please tell us about your experience, skills and knowledge, and explain why you think you are suitable for this role." You need to tell us about how you meet each of these requirements and use examples from your previous roles.
- Try not to repeat yourself by using just one area of your experience, you should tell us about past and present jobs and interests. Remember that voluntary work can be just as valuable as paid employment.

Completing the Application Form

- Please fill in the application form as clearly and as fully as you can so that we have all the information we need.
- If you have any disabilities or need assistance in completing the form, please let us know and we will be happy to help you.
- We would be grateful if you could fill in the Equal Opportunities Monitoring Form – but this is not compulsory. The information on the Monitoring Form will not be seen by the shortlisting or interview panel.
- Please send your application form in on time – applications received after the closing date may not be considered.
- Remember to keep a copy of your application form.

Closing Date

Completed application forms should be returned to Greater Together Manchester by 5pm on the closing date given on the advertisement.

You should send your completed application form to: craig@greatertogethermanchester.org