



# Recruitment Pack

## Collaboration Worker

Manchester  
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[www.manchestercommunitycentral.org](http://www.manchestercommunitycentral.org)

Macc is a Charity Registered in England and Wales No 1145921 and a Company Limited by Guarantee No. 7788593

## Thank you for your interest in Macc.

Macc is a charity and put simply, our purpose is the city of Manchester. We work to inspire, enable and support the people of Manchester to get involved and build the communities where we live, work and grow. Macc delivers a wide range of activities including:

- **Helping local charities, community groups and social enterprises** to be well-run, successful organisations with the resources they need to make a real difference.
- **Supporting local people to be active citizens through volunteering** – matching local people with local organisations and causes through our Volunteer Centre.
- **Building an influential and connected community through policy, insight and collaboration** - convening the city's Voluntary and Community Sector Assembly, building partnerships between charities, the local public sector and private businesses.
- **Celebrating the work, talents, creativity and diversity of all our local communities** through our annual Spirit of Manchester programme, telling the story of the wealth of activity in local communities across the city.

We believe every individual and community has unique skills, talents, knowledge and insights that are important. We also believe that our collective skills, knowledge and lived experience uniquely equip us to do the work we do. All of our work is informed by three key values:

- Being **supportive** - providing mutual support and encouraging one another
- Being **collaborative** - facilitating positive change in society by working with people
- Being **influential** - harnessing people's skills and building their confidence to shape and inform policy and practice



## A Message from the Chief Executive

When people ask me what my job is, I often say that it's to make more good stuff happen in Manchester. Macc's position is at the heart of Manchester's voluntary, community and social enterprise sector, working alongside public bodies and local businesses. This gives us a unique perspective on this city and a role unlike any other organisation.

We support, encourage and celebrate the good and useful and amazing work of our local voluntary, community, and social enterprise sector – VCSE sector for short. We help set up new groups, develop existing organisations, find funding and resources, and encourage, support and - sometimes - challenge our sector. We help local people be active in their communities. We run Volunteer Centre Manchester, we bring organisations together to collaborate and influence the City Council, the NHS, often working with colleagues across Greater Manchester. Macc aims to be an active, influential and inspiring voice in the city.

I'm proud of the work we do and the impact we have on our local community. And as we do all that work, we try to lead by example in being a good employer and a great place to work. It's important to us to provide a safe, welcoming and supportive environment for all our staff where you can develop your skills and knowledge as well as supporting our communities.



Thanks for your interest in Macc and we look forward to hearing from you....

Best wishes

Mike Wild, Chief Executive



**3,871**

voluntary organisations, community groups and social enterprises making a difference in Manchester



annual income <10K

**66%**

are micro organisations



**18%**

of the sector identify as being a social enterprise

£



**£496.9 million**

total income of the sector (2019/2020)



**85%**

of organisations have at least one source of non-public sector funds, bringing significant value



**50%**

of the organisations have used their reserves in the past 12 months (53% due to COVID)



**162,278**

volunteers (including committee/board members), giving 480,901 hours each week valued at £242 million per annum (based in living wage £9.50 per hour)



**90%**

have had some direct dealings with other VCSE organisation, 87% with Manchester Council and 79% with private organisations

Key facts from Macc's **State of the Sector** research into the scale of the work done by charities, community groups and social enterprises across Manchester. This was part of a collaborative project with partners across Greater Manchester to show the contribution we make to the city region.

## Some of Macc's achievements of the last 4 years

**568**

charities and community groups given focused support to develop their organisation

Over **£2million** additional funding brought into local VCSE organisations through Macc support

### Macc's response to Covid19 included....

- Volunteer recruitment and support
- Practical advice on running services safely, obtaining PPE, workforce wellbeing
- Funding advice and distribution
- Organising early provision of advice and support in community languages and prioritising culturally appropriate responses
- Peer support for VCSE staff and volunteers
- Organising vaccinations for frontline VCSE staff and volunteers
- Representing & connecting with local regional and national bodies
- Kindness Stories campaigns celebrating local people supporting each other
- Monitoring and reporting the impacts on local communities and VCSE organisations

### Action through collaboration

- Bringing together VCSE organisations to support people arriving in Manchester from **Afghanistan** and **Ukraine**.
- Supporting **Manchester Homelessness Partnership** and **GM Older People's Network**
- Working with Eric Wright Charitable Trust on grants for charities facing increased pressures in the **cost of living crisis**
- Partnership with CAHN and Comic Relief to give **grants to Black-led community groups**
- Building the **10GM partnership** with other Local Infrastructure Organisations in Greater Manchester
- Facilitating **peer support between leaders** in Manchester VCSE organisations

**6,246**

volunteers recruited

Published reports:

- **State of the Manchester VCSE Sector 2021**
- **No Going Back** – voices of local organisations on the impact of the pandemic and hopes for the future

### Macc Transformation Plan

- New Macc Strategy
- Anti-racism strategy
- Climate action strategy
- New hybrid working approach
- Team restructure
- New staff support and accountability approach

12<sup>th</sup> annual **Spirit of Manchester Awards** held in October 2024

Over **5,000** individual hardship grants distributed to local residents

# What the people we work with say about us

## On support from Macc

**“Thank you so much for the great guidance and support in building [our group]!”**

**“The Health check is a fantastic opportunity for us all to learn and grow as an organisation so all the Board is really appreciative of the time and effort Macc have put in to it.”**

**“I have been to other Macc training sessions. I found all of them very helpful and knew this one was going to be the same”**

**“Made me more confident in the role”**

**It is going well with the volunteers - there is no way we could have done this without you holding my hand. You have done a great job!**

**“We’ve had some serious challenges - [the kinds of] Covid-generated crises familiar across the voluntary sector. Macc has been a consistent source of practical help and I just wanted to let you know how incredibly valuable Macc’s support has been. Thank you all!”**

**“You never cease to be amazingly helpful and supportive. It's been so good to know you're there, during what has been a tough few years.”**

## On our role in the city

**“Macc's policy and influence bulletin is always the most insightful, and useful newsletter/update I receive”**

**“Plays a critical linking role between different sectors, organisations and individuals with roles to play in building a better society; builds understanding and encourages people to think differently about their work”**

**“Thanks for showing and demonstrating much needed leadership and for being there for our sector in unprecedented times.”**

## On the Spirit of Manchester

**“Our hearts are full after an amazing celebration of Manchester's community groups and charities. It’s such a privilege to be part of this group of change makers. Congratulations and huge thank you to all involved.”**

**“Thanks for lifting my spirits this evening, it’s just been brilliant. Thanks again to everyone working across the voluntary sector”**

Manchester's Voluntary, Community and Social Enterprise (VCSE) sector is made of thousands of organisations and individuals who use their time, skills, creativity and energy to improve the quality of life in the city. Macc helps create practical action through partnership working, both within the VCSE sector and through action-focused projects with local public bodies and the private sector.

Macc's Collaboration Team creates positive change through developing influential and collaborative relationships with partners in the VCSE, public and private sectors, to model new ways of working with practical outcomes for local people always in mind. Our current projects, supporting and facilitating practical cross-sector partnerships, include: the Manchester Homelessness Partnership, GM Moving Systems Leadership approach with a focus on working together to tackle inequalities, GM Violence Reduction Unit's Manchester community-led delivery programme, the Migrant Destitution Fund Partnership, Live Well Manchester fund, and Macc Connect - building partnerships between VCSE organisations and local businesses.

The Collaboration Worker will support social change projects in Manchester by building collaborative working among VCSE organisations around shared issues, providing coordination and facilitation. The Collaboration Worker will manage and build supportive relationships with partner organisations, collate community information to influence strategic decision making and encourage cross sector collaboration. For example, the Collaboration Worker will support the Live Well Manchester Fund, building community power in North Manchester to encourage community-led health and wellbeing.

A big part of the role will be supporting the Greater Manchester Violence Reduction Unit's (VRU), Manchester community-led violence reduction programme, outlined in Greater Manchester's Serious Violence Action Plan. The Manchester Peace Alliance is a partnership of VCSE organisations delivering a community-led programme with young people in Hulme, Moss Side and Rusholme. The alliance develops projects and activities to address the underlying causes of violence and build aspirations and opportunities for young people, including the youth employability project, We Can Work It Out.

**Position: Collaboration Worker**

- Salary:** £28,382 per annum
- Hours:** 35 hours per week - flexi-time system with core hours 10am-3pm
- Location:** St Thomas Centre, Ardwick, with working from home flexibility
- Contract:** 12 months with continuation subject to funding and business need
- Reporting to:** Collaboration Manager

## Main duties

### Being collaborative

- Maintain regular contact and build relationships with key partners
- Network with community members and representatives
- Support and encourage cross-sector communication and partnership working to identify shared values and work together towards a common goal
- Plan and facilitate inclusive collaborative meetings, online and in-person, creating safe spaces for people to connect

### Being supportive

- Organise a wide variety of meetings and events including managing publicity and invites, maintaining contact databases and filing systems
- Produce minutes, reports, newsletters and other documents as required
- Keep track of project budgets and expenditure
- Contribute to the online presence of Collaboration Team projects
- Additional general administration tasks required from time to time

### Being influential

- Attend and host meetings as required, representing Macc, advocating for the VCSE sector and promoting collaborative ways of working
- Effectively capture key points, learning and reflections at meetings and events to influence future decision making and build a culture of learning
- Grow the diversity of Macc's partnerships and help ensure that communications are accessible and inclusive
- Collect, report and respond to feedback from partners
- Encourage creativity and innovation in the delivery of partnership working and support and promote community-led and systems change approaches

## Who we're looking for

We are seeking a proactive and passionate individual who is dedicated to working collaboratively with partners across the voluntary, community and social enterprise (VCSE), public and private sectors.

The right person for this job will be someone who can:

- Demonstrate knowledge and understanding of key issues affecting communities in Manchester, in particular young people



- Demonstrate practical experience of working within and/or supporting voluntary, community and social enterprise (VCSE) organisations and an understanding of the challenges and opportunities faced by the VCSE sector
- Work inclusively and build supportive and collaborative relationships, with local communities, organisations and individuals from a wide range of social and cultural backgrounds
- Bring people together work collaboratively towards a common goal, maintaining a community-led ethos
- Confidently facilitate group meetings to encourage participation, and deliver presentations to a range of audiences
- Support VCSE organisations and leaders to develop and grow effective partnerships, and to work strategically to influence relevant public bodies and other agencies
- Demonstrate a commitment to inclusion and equality
- Effectively work independently and manage their own time, with good organisation and prioritisation skills and the ability to deal with multiple tasks and meet deadlines, using appropriate levels of judgement and initiative
- Produce concise and accurate written reports, presentations, web and newsletter content with good working knowledge of Microsoft Office applications
- Evaluate and reflect on the impact of activities and communicate this using both stories and numerical data
- Demonstrate a willingness to learn and undertake training where required

### **General Responsibilities of all Macc Staff**

- Uphold and promote the purpose, beliefs and values of Macc, supporting others to do so and reaching out to build new relationships.
- Be kind: work to be inclusive and treat people with dignity, respect and empathy.
- Be accountable internally and externally for your work.
- Work collaboratively as a member of the Macc team, and to contribute to the development of ideas, thinking, policy and good practice within Macc and beyond.
- Share general responsibility for
  - o Macc's communications newsletters, bulletins, social media and online resources
  - o Macc's contact & casework database
  - o Responding to enquiries
  - o Reporting and being accountable for Macc's impact
  - o Supporting meetings, events and training opportunities
  - o Ensuring Macc's facilities and the spaces we convene are inclusive and accessible
  - o Macc's annual Spirit of Manchester programme celebrating the local voluntary, community and social enterprise sector's work in the city
  - o Contribute to income generation and general fundraising, including providing charged-for services where required.

- o Always be learning and be willing to undertake training when required.
- o Work in accordance with key policies to ensure Macc exemplifies good practice as a VCSE organisation
- o Value diversity and be inclusive in line with Macc's Equity and Inclusion Strategy and other relevant policies.
- o Stay safe and well, being responsible for your own health & safety and that of colleagues, in accordance with Macc's policies on Health and Safety, Safeguarding and Staff Welfare.
- o Protect the integrity of our information and systems, being mindful of Macc policies on Data Protection, Cybersecurity and Open Data.
- o Practical and administrative tasks are needed

As with all roles at Macc, we are looking for someone who has a strong commitment to Macc's values. You need to be willing and able to travel around Greater Manchester (though driving ability is not essential as we encourage use of public transport and 'active travel' such as walking or cycling).

## How to apply

If you believe you can fulfil the role summary, we'd love to hear from you!

Attached with this pack is a short application form in which we ask you for some basic details and a few questions about your skills, knowledge and relevant experience. There is also an equalities monitoring form with simple questions and a GDPR statement which we ask you to confirm you have read. Applications can be emailed to [pauline@macc.org.uk](mailto:pauline@macc.org.uk)

The closing date is **Monday 14 April 2025 at 12pm noon.**

Dates for interviews: **Wednesday 30 April 2025** - all day

For an informal conversation regarding this post, please contact Pauline Clark before submitting your application. Email: [pauline@macc.org.uk](mailto:pauline@macc.org.uk) or telephone 0161 834 9823.

Macc is passionate about ensuring that everyone has a fair chance and that they are treated equally. We are aware of the underrepresentation of certain groups and communities in our sector. These include but are not limited to, people from racialised or minoritised backgrounds, disabled people, LGBTQIA+ and those from working-class backgrounds. We want to change this and commit to playing our part in eradicating inequalities in both what we do and the way we do it.

Macc is an inclusive employer committed to building a diverse, effective workforce which reflects our local communities. We work hard to create a supportive, accessible environment. We celebrate difference, and welcome applications from a wide range of backgrounds, skills and abilities, recognising value in different perspectives.

If you require access to these documents in alternative formats, or if you have comments that would support us to improve access to our application processes more generally, please do contact us via email [pauline@macc.org.uk](mailto:pauline@macc.org.uk) or telephone us on 0161 834 9823

## Connect with us



Macc Manchester



@McrCommCentral  
@MikeWildMacc



Manchester Community Central  
Spirit of Manchester



Macc Manchester



@McrCommCentral  
@MikeWildMacc



[www.manchestercommunitycentral.org](http://www.manchestercommunitycentral.org)

Over **25,000**  
followers on  
our social  
media channels

Over **5,700**  
people signed  
up for our  
weekly news  
bulletin



Macc is a founding partner of 10GM, a joint venture to support the local VCSE sector in Greater Manchester



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