



## Recruitment Pack

### GM Older People's Network Development Worker

#### **Manchester Community Central**

St Thomas  
Centre Ardwick  
Green North  
Manchester  
M12 6FZ

0161 834 9823  
[manchestercommunitycentral.org](http://manchestercommunitycentral.org)

If you need this information in alternative formats, please contact us at [pauline@macc.org.uk](mailto:pauline@macc.org.uk) or call us on **0161 834 9823**.



# Thank you for your interest in joining the team at Manchester Community Central.

Manchester Community Central 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. Manchester Community Central 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 spaces for groups and organisations to work together and share insights, 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.

Manchester Community Central (often known just as "Macc") has a unique 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 amazing work of our local voluntary, community, and social enterprise organisations (including the community work done by faith organisations across the city) – VCSE sector for short. We help new groups get started and provide guidance for existing ones to grow and improve. We help organisations find the funding and resources they need to succeed. We also run Volunteer Centre Manchester.

Part of our role is to bring organisations together so they can collaborate and have a stronger voice when working with the City Council, the NHS, and other public services. We help local people be active in their communities, and we advocate for the VCSE sector to make sure it's heard in decisions that affect Greater Manchester. Manchester Community Central 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. 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 whilst supporting our communities. We've shaped our offer to reflect the kind of workplace we're proud to be – you'll find all the details of what Manchester Community Central offers below.

Thanks for your interest in Manchester Community Central and we look forward to hearing from you.

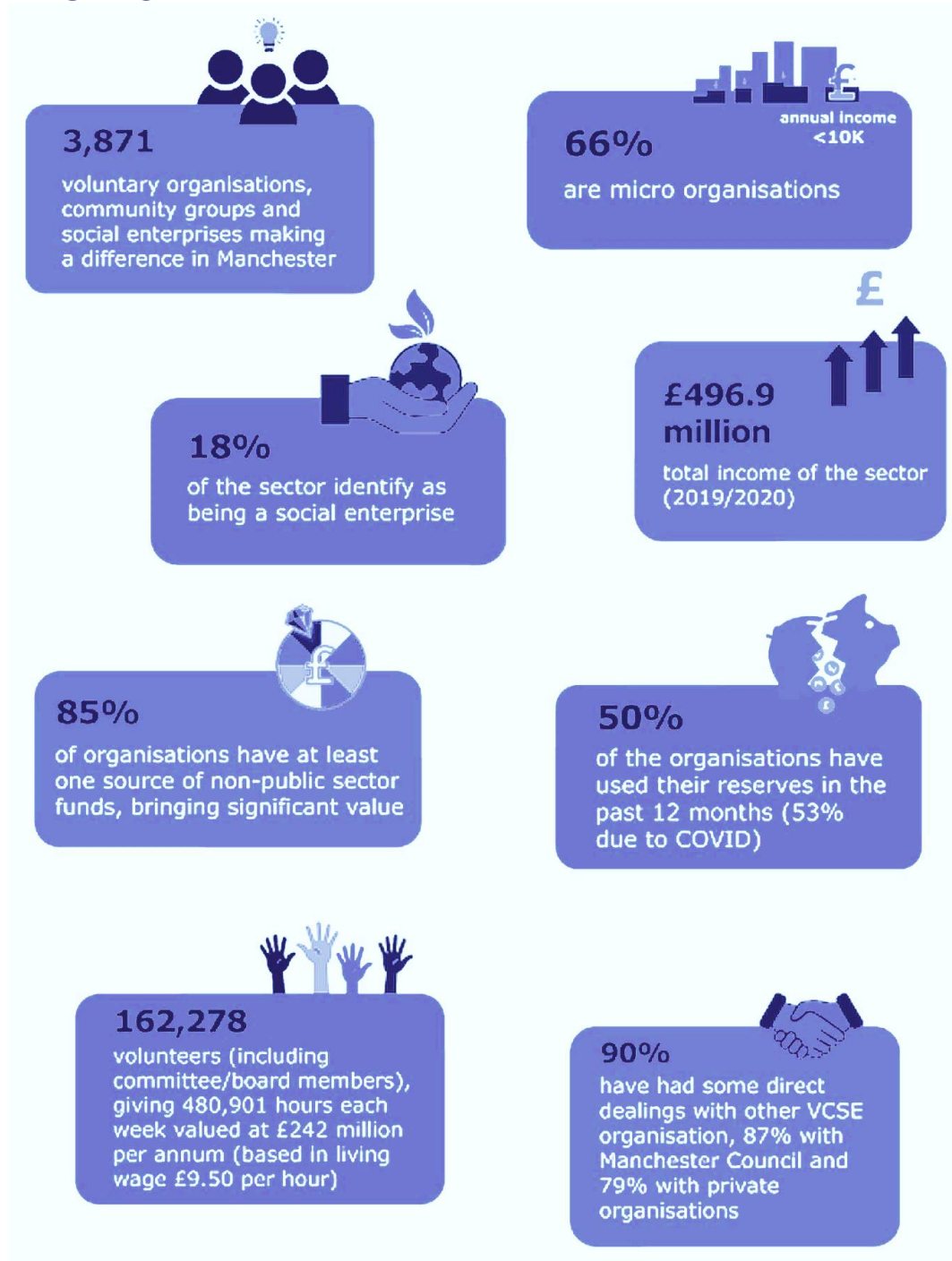


Best wishes,

Mike Wild  
Chief Executive



## Key Figures from the 2021 'State of the Sector Report'



Key facts from Manchester Community Central'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 Manchester Community Central's achievements of the last few years

**568**

charities and community groups given focused support to develop their organisation

Over **£2million**

additional funding brought into local VCSE organisations through Manchester Community Central support

### Manchester Community Central'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

- 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**
- Bringing together VCSE organisations to support people arriving in Manchester from **Afghanistan, Ukraine and Palestine**.
- 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

### New Premises

In early 2025, Macc took over the running of the St Thomas Centre in Ardwick. Macc moved offices for the first time in our history!

### Manchester Community Central Transformation Plan

- Updated Manchester Community Central Strategy
- Anti-racism strategy
- Climate action strategy
- New hybrid working approach
- Team restructure
- New staff support and accountability approach

13<sup>th</sup> annual  
**Spirit of Manchester Awards**

held in October 2025

Over **5,000**

individual hardship grants distributed to local residents

## What the people we work with say about us

### On support from Manchester Community Central

"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 Manchester

"I have been to other Manchester Community Central training sessions. I found all of them very helpful and knew this one was going to be the same"

"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."

"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. Manchester Community Central has been a consistent source of practical help and I just wanted to let you know how incredibly valuable

### On our role in the city

"Manchester Community Central'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."

"Thanks for lifting my spirits this evening, it's just been brilliant. Thanks again to everyone working across the voluntary sector"



## About the Role

|                      |                                                                                                         |
|----------------------|---------------------------------------------------------------------------------------------------------|
| <b>Position:</b>     | GM Older People's Network Development Worker                                                            |
| <b>Salary:</b>       | £27,291 (pro rata if reduced hours)                                                                     |
| <b>Hours:</b>        | 35 hours per week (would consider as a 4 day/week role or 28hrs worked flexibly over 5 days)            |
| <b>Location:</b>     | Based in the Manchester Community Central office in Manchester City Centre but with some remote working |
| <b>Contract:</b>     | 1 year (extension subject to future funding)                                                            |
| <b>Reporting to:</b> | GM Older People's Team Manager                                                                          |

The Greater Manchester Older People's Network (GMOPN) is a network of people aged 50 and above and organisational representatives working for positive change for older people in Greater Manchester. The network has more than 500 members across Greater Manchester. The Network was established in 2015 and since this time has grown to be a well-respected and influential voice for older people in Greater Manchester.

GMOPN is facilitated by Manchester Community Central but is a member-led Network and works according to the values, aims and objectives determined by its membership. These aims, objectives and values are complementary to those of Manchester Community Central as the facilitating organisation.

The Network aims:

- To make sure that decisions made and work undertaken across Greater Manchester take into account the values and priorities of older people
- To promote the significance of older people as vital members of communities and society
- To make sure that older people from every borough of Greater Manchester and from diverse backgrounds have a chance to have their voices heard and have an influence.

And has the following values and principles:

- *Being led by older people* – the network ensures that older people take a leading role in the network, shaping its direction and priorities.
- *Being Age Proud* – the network works to celebrate ageing and to emphasise the contributions that older people bring to our society.
- *Being representative and inclusive* – encouraging the input of older people from all areas of Greater Manchester, from across the age range and representing all voices, including the most marginalised.

Manchester Community Central also supports other community voice and influence projects. These include the GM Older People's Equality Panel and GM Mature Minds Matter (Older People's Mental Health Network). This role sits within the Older People's Team and work undertaken by the network takes place in collaboration with these projects.

You can find out more about the GM Older People's Network through the website:

<https://www.gmopn.org.uk/>



This role supports the Greater Manchester Older People's Network to enable older people to influence public decisions, service provision and strategic decision-making in Greater Manchester.

The work is rooted in an asset-based approach to community development and lived-experience involvement, valuing the unique perspectives that older people contribute in working for positive change and social justice.

The role requires a creative approach to facilitate and develop engagement activities, working with members to develop specific campaigns, projects, events and engagement workshops that reflect the changing priorities of the membership and emerging opportunities to influence.

The post-holder will need to work collaboratively with the Greater Manchester Older People's Steering Group, the wider network, other members of Manchester Community Central's Older People's Team and key organisations and policy and strategy makers across Greater Manchester.

## Main duties

### Being Supportive

- Support the Network to plan and deliver a programme of work on the basis of peer support, involvement and advocacy with regular GMOPN meetings and events.
- Ensure the network is collectively owned by its members and engages and involves a wide range of people aged 50+ across GM that is representative of diverse individuals, communities and localities.
- Work with the GMOPN Steering Group to ensure that decisions made about the direction and focus of the network are led by the network's members.
- Ensure that all meetings and network activities take place within inclusive and supportive environments and that diverse members can express a range of opinions and share experiences in a respectful and mutually supportive way.
- Develop the confidence and skills of members through training, development opportunities and peer mentoring.
- Codesign and deliver a training programme for members in collaboration with the Older People's Team and other internal and external colleagues.
- Work with the Manager and members to implement a communications strategy
- Ensure the GMOPN website and social media channels are an-up-to-date reflection of the Network's activities, projects and campaigns.
- Oversee production of a monthly GMOPN Newsletter for members.
- Respond to enquiries and communications made to the GMOPN in a timely manner.
- Respond to compliments, comments and complaints in accordance with the relevant policies and procedures and in consultation with managers as required.
- Maintain records of contacts and support provided to groups, organisations and individuals
- Monitor membership of the network to ensure diverse and representative recruitment
- Maintain a record of participation opportunities and engagement from members
- Manage specific budgets in relation to participation and events
- Ensure that the impact of the work is recorded and monitored and provide verbal and written reports as required
- Produce quarterly reports on the work of the network for the Steering Group and Macc Board of Trustees



## **Being Influential**

- Engage in outreach work across GM to link with local groups and VCSE services, to grow the network's membership and ensuring that it is representative of GM's diverse population of people age 50+.
- Plan and deliver campaigns and projects that reflect GMOPN's values and priorities
- Support the development of wider engagement mechanisms through means such as consultation, facilitation and linking with local user groups
- Enable members to identify their own needs, opportunities, rights and responsibilities
- Ensure familiarity with the key messages and recommendations from the Network's reports and support members to do the same to ensure that the network focuses on agreed priority areas
- Uphold principles of community development, co-production, co-design and participation at all times.
- Produce verbal and written reports and presentations to tell the story of GMOPN's progress and impact to members, partners, funders and other stakeholders.
- Evaluate the impact and effectiveness of campaign and project work

## **Being Collaborative**

- Work with the Older People's Team to share opportunities and challenges, as well as ensuring cohesion and collaboration across all areas of Manchester Community Central's Older People's work.
- Work with external partners to bring relevant opportunities to influence to network members, through workshops, meetings, events and coproduction projects.
- Work with older people and organisations from specific communities of identity or interest to ensure that network opportunities are accessible to a wide range of diverse individuals and communities.
- Connect with a range of other local, regional and national networks as required and encourage network members to do the same.
- Support other members of Manchester Community Central Staff to develop and deliver events and projects that compliment the work of the network and Manchester Community Central's wider focus on developing community power and voice.
- Explore opportunities for future funding and ongoing sustainability for GMOPN in collaboration with Manager.

## **General Responsibilities of all Manchester Community Central Staff**

- Support and promote Manchester Community Central's purpose, values, and beliefs. Help others to do the same and look for ways to build new connections.
- Be kind. Treat everyone with respect, dignity, and empathy.
- Take responsibility for your work, both within the team and with others outside the organisation.
- Work as part of the Manchester Community Central team. Share ideas and help shape our work, policies, and good practice.
- Help with general tasks across the organisation. This includes:
  - Writing or supporting newsletters, bulletins, social media, and online content
  - Using and updating our contact and casework database
  - Helping to report on the difference our work makes
  - Supporting meetings, events, and training



- Taking part in the Spirit of Manchester programme, which celebrates the local VCSE sector
- Responding to enquiries and helping with admin
- Support income generation and fundraising. This may include delivering services that Manchester Community Central charges for.
- Keep learning. Be open to training and developing your skills.
- Follow key Manchester Community Central policies to help us lead by example as a VCSE organisation.
- Respect and value diversity. Be inclusive in everything you do, following our Equal Opportunities and related policies.
- Look after your own health and safety, and help keep others safe too. Follow Manchester Community Central's Health and Safety, Safeguarding, and Staff Welfare policies.
- Protect our systems and information. Follow our policies on Data Protection, Cybersecurity, and Open Data.

## Who we're looking for

We're looking for someone who's proactive, enthusiastic, and great at building relationships. This role is all about bringing people and organisations together to create positive change for and with older people in Greater Manchester.

You'll need to be community-focused, with a strong commitment to improving the lives of local people. Some experience of the VCSE sector and how it makes a difference in communities is essential, especially in supporting Greater Manchester's diverse communities. Collaboration will be at the heart of your work, so we're looking for someone who thrives on building partnerships and working towards shared goals.

Being a great communicator is key. You'll need to explain ideas clearly, whether that's through writing reports, running training sessions, or delivering workshops. You'll also need to feel comfortable engaging with all kinds of people—from grassroots community groups to councils and other public organisations.

Inclusivity is really important to us. We want to make sure that all voices are heard, especially those from underrepresented backgrounds. Part of your role will involve supporting diverse leaders to step up and play an active role in advocacy and decision-making. Creative thinking is also a big part of this job as it needs someone who can find engaging ways to champion community-led, person-centred approaches, focusing on the needs of people who are often overlooked.

This is a role for someone who's confident in influencing and challenging ideas when necessary. You'll help ensure sure that decisions reflect the needs and perspectives of the VCSE sector. At the same time, you'll be a natural connector, skilled at bringing people and organisations together to create opportunities for collaboration and positive change.



Finally, you'll need to be organised and thorough, keeping track of key contacts, activities, and developments. Being able to share progress updates clearly and professionally with others will also be an important part of your work.

You need to be willing and able to travel around Manchester - though driving ability is not essential as we encourage use of public transport and 'active travel' (such as walking or cycling)

## What Manchester Community Central offers

At Manchester Community Central, we are committed to being an inclusive and supportive employer. We believe in creating a workplace where everyone can thrive, and we offer:

- **Flexible working:** We value flexible working and offer options such as adjusted working hours, hybrid or home working. We have office space in Ardwick but our approach balances personal choice, building teamwork and the needs of the people we work with.
- **Wellbeing support:** Our dedicated Health and Wellbeing team works to create a culture that supports everyone's health and wellbeing at Manchester Community Central. This includes access to confidential, in-house mental health first aiders and regular team social activities. We also offer 'Re-energise Afternoons' – monthly sessions where staff can take time away from work to rest and recharge.
- **Carers support:** We are committed to supporting carers in the workplace, and we offer five days paid carers' leave per year for those with ongoing caring responsibilities, along with other support.
- **Menstrual Health and Menopause friendly workplace:** We are proud to be Menstruation and Menopause Friendly employers, providing a range of support to help staff to manage symptoms, as well as educating employees on these topics.
- **Professional development:** Personal Development Plans (PDPs) and dedicated budgets for external training and growth.
- **Volunteering leave:** Staff are entitled to up to 2 days per year (pro rata) with pay to engage in voluntary activities.
- **Active travel incentives:** Support for public transport season tickets, a Cycle to Work scheme, and travel expenses for cyclists.

These benefits reflect our commitment to supporting staff while working together to strengthen Manchester's communities.

If you have specific needs or requests (e.g. related to accessibility, caregiving, flexible working, or something else), we encourage you to let us know during the application process.



# Equity and Inclusion

Manchester Community Central 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, people with disabilities, LGBTQIA+, people who are neurodivergent, 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.

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

Our inclusion commitments:

|                                                                                     |                                                                                     |                                                                                       |                                                                                      |
|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
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|  |  |  |                                                                                      |
|  |  |  |                                                                                      |



# How to apply

If you're excited by this role and believe you can bring to it the skills and passion we're looking for, we'd love to hear from you! Here's how our recruitment process works:

## 1: Application Form

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 privacy statement which we ask you to confirm you have read.

Once you've completed the form, please email it to: [pauline@macc.org.uk](mailto:pauline@macc.org.uk)

We acknowledge all applications by e-mail (or post if email is not available) within 2 working days of receipt. If you don't receive an acknowledgement, please contact us as soon as possible: if you haven't heard from us, we may not have received your application.

## 2: Interviews

We will review all the applications we receive and then produce a shortlist of people we want to invite for an interview. These are usually held at our offices at St Thomas Centre in Ardwick. The interview gives us a chance to explore your application in more detail – and also for you to ask us questions about the role and our organisation. We might ask you to prepare a task in advance if that's appropriate for the role.

If you are invited to interview, we'll give you a copy of the questions when you arrive so you can have a few minutes to prepare your thoughts. After the interview we also give you an opportunity to share any feedback – or make a note of anything you forgot to mention.

### Important dates:

- The closing date is: **Monday 1 December, 2025 at 12 noon.**
- Dates for interviews are: **Thursday 11 December, 2025.**

### Need help or more information?

If you have any questions about the application process or to clarify any information in this Recruitment Pack, please email [pauline@macc.org.uk](mailto:pauline@macc.org.uk)

While we can't help you complete the application form, we recommend visiting the GM Recruitment Hub page '[Tips for Applying for a Job in the VCSE Sector](https://gmworkforcehub.org.uk/recruitment-hub/careers-advice/tips-for-applying-for-vcse-jobs/)'. It includes helpful advice and resources to guide and inspire you as you write your application. You can find it by clicking the link or entering this web address into your internet browser:

<https://gmworkforcehub.org.uk/recruitment-hub/careers-advice/tips-for-applying-for-vcse-jobs/>

### Accessibility:

If you need this information in alternative formats or have suggestions to improve our recruitment process, please contact: [pauline@macc.org.uk](mailto:pauline@macc.org.uk) or phone **0161 834 9823**



## Connect with us



@mcrcommcentral.bsky.social

VCM: [www.facebook.com/VCMOfficial/](http://www.facebook.com/VCMOfficial/)

Spirit: [www.facebook.com/spiritofmanchester/](http://www.facebook.com/spiritofmanchester/)

GMOPN: [www.facebook.com/gmopn/](http://www.facebook.com/gmopn/)



[Manchester Community Central Manchester](https://www.youtube.com/ManchesterCommunityCentralManchester)

[McrCommCentral](https://www.youtube.com/McrCommCentral)

[VolunteerCentreManchester](https://www.youtube.com/VolunteerCentreManchester)

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



Manchester Community Central,  
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Tel: 0161 834 9823

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

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



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



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