



Recruitment Pack

Live Well Manager

Manchester Community Central

St Thomas Centre
Ardwick Green
North Manchester
M12 6FZ

0161 834 9823
manchestercommunitycentral.org

If you need this information in alternative formats, please contact us at rabia@macc.org.uk or call us on **0161 834 9823**.

Manchester Community Central Ltd. is a charity registered in England and Wales no. 1145921 and a company limited by guarantee no. 7788593.
Registered office St Thomas Centre, Ardwick Green North, Ardwick, Manchester M12 6FZ.



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 (usually 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. Our role is unlike any other organisation in Manchester and gives us a unique perspective on this city.

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 help local people be active in their communities through our Volunteer Centre and we advocate for the VCSE sector to make sure that our voices and insights feed into decisions that affect Greater 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 do much of this work collaboratively with our neighbours in other parts of Greater Manchester through our 10GM partnership.

We also run the St Thomas Centre, a meeting space which is also home to a number of local community organisations and a popular space for events, cross-sector working and collaboration.

We champion equity and inclusion, celebrating the diversity of our local communities at our annual Spirit of Manchester Awards. We encourage climate action and work with businesses to create positive impact through social value. Manchester Community Central aims to be an active, influential and inspiring voice in the life of our city.

I'm proud of what we do and the impact we help create in local communities. As we do that, 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. We look forward to hearing from you.

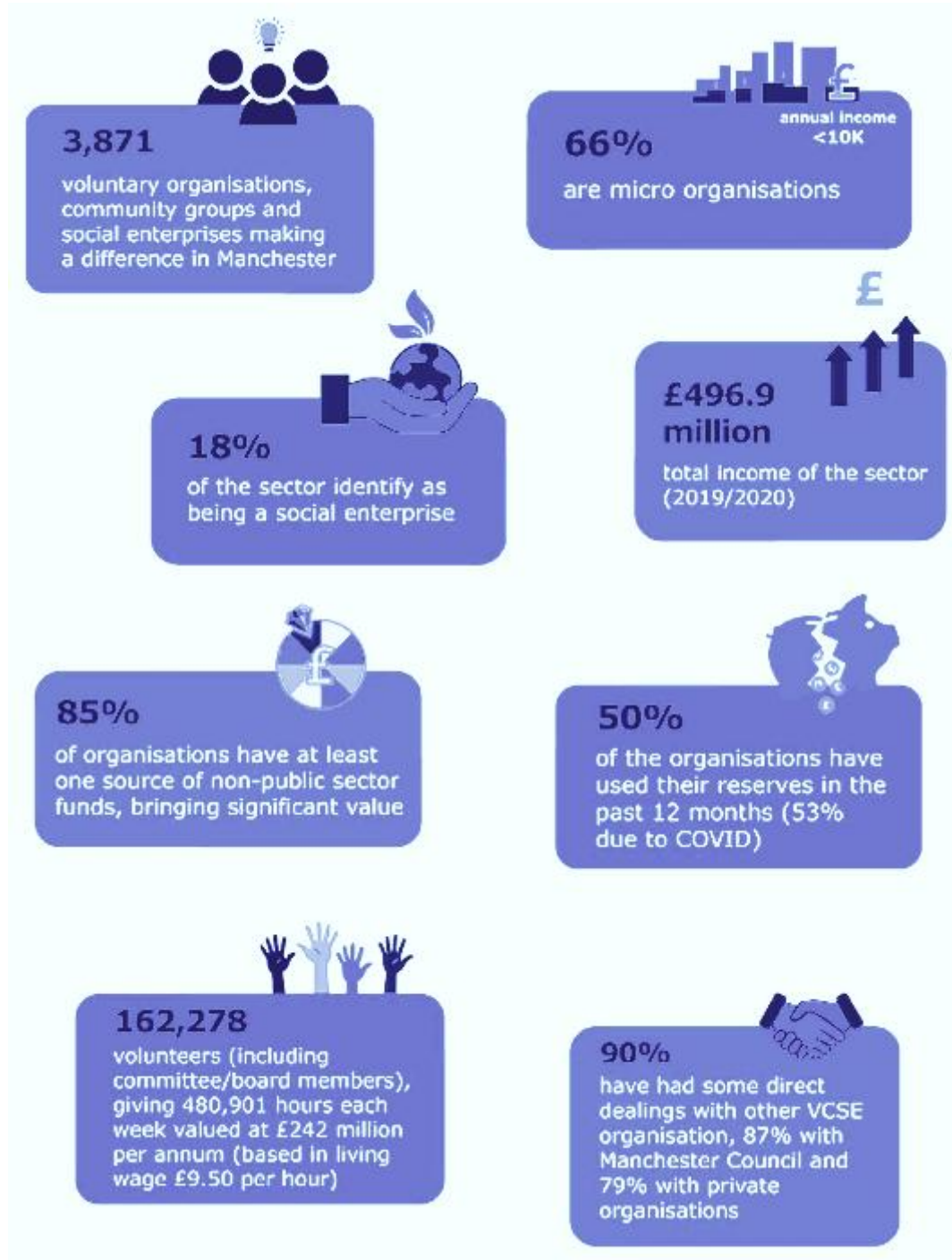


Best wishes,

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.

(New report launching in November 2026!)



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

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!

13th annual
Spirit of Manchester Awards

held in October 2025

Over **5,000**

individual hardship grants distributed to local residents

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

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

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

Salary:	£38,945
Hours:	35 hours per week. Flexi-time system with core hours 10am-3pm
Location:	St Thomas Centre but job offers some working from home flexibility
Contract:	Fixed term to 31st March 2030
Reporting to:	Chief Executive

Purpose of the Role

Manchester Community Central (Macc) is playing a central role in the development of Live Well Manchester – the city’s commitment to shifting investment from crisis response to prevention, building community resilience and strengthening the relationship between public services and communities. Alongside our existing funded programmes – the Live Well Communities Fund and the Spaces of Hope programme – Macc has secured Implementation Fund support to build the connective infrastructure that holds the city’s Live Well approach together.

The Live Well Manager will provide strategic oversight of all of Macc’s Live Well work, leading the Live Well Team and acting as Macc’s senior relationship holder with Manchester City Council and other public sector partners on Live Well. Working alongside the Chief Executive and within Macc’s wider influencing and sector leadership work, the Live Well Manager will ensure that the VCSE sector’s knowledge, relationships and community trust are embedded at the heart of Live Well Manchester.

The role also connects to Greater Manchester’s Live Well programme through Macc’s role within 10GM, the network of Greater Manchester’s Local Infrastructure Organisations.

Main Duties of the Role

These are subject to change throughout employment in response to changes in priorities and ways of working. Your line manager will work with you to turn these into annual objectives.

Being Supportive

- Provide strategic oversight and day-to-day management of Macc’s Live Well programme, ensuring coherence and alignment across all funded workstreams.
- Line manage the Live Well Team, providing clear direction, regular supervision and support to enable each team member to do their best work.
- Ensure the Live Well programme is delivered effectively, on time and within budget, and that Macc fulfils its reporting obligations to funders and partners.
- Work with the Live Well Lead and other team members to develop and maintain systems for monitoring and evaluating the programme’s impact.
- Support the development and wellbeing of the Live Well Team, fostering a culture of learning, reflection and continuous improvement.

Being Collaborative

- Act as Macc’s senior relationship holder with Manchester City Council on Live Well, working alongside the Chief Executive to maintain strong, productive and honest partnerships.
- Represent Macc on Live Well governance structures, including the Live Well VCSE Working Group, and contribute to wider Our Manchester governance as required.
- Build and maintain relationships with key public sector, VCSE and community partners involved in Live Well Manchester.



- Connect Macc's Manchester work to the Greater Manchester Live Well programme through 10GM, sharing learning and supporting collaborative approaches across boroughs.
- Facilitate the Live Well VCSE Working Group, providing the convening and administrative infrastructure that enables VCSE leaders to engage collectively and effectively with Live Well governance.
- Work with partners to identify opportunities to align other programmes and investments with the Live Well approach.

Being Influential

- Champion the VCSE sector's role within Live Well Manchester, ensuring that community knowledge, lived experience and voluntary action are recognised and resourced appropriately.
- Contribute to Macc's wider policy and influencing work, bringing insight from the Live Well programme into strategic conversations at city and Greater Manchester level.
- Support the Chief Executive in system leadership work, including building the collaborative culture that Live Well depends on across public sector and VCSE partners.
- Identify and share learning from across the Live Well programme – including from the pilot areas in North Manchester – to inform city-wide approaches and avoid the programme fragmenting into unconnected strands.
- Contribute to Macc's communications and storytelling, sharing the work and impact of Live Well in ways that inspire and build momentum across the sector.

General Responsibilities of all Manchester Community Central Staff

- Uphold and promote the purpose, beliefs and values of Manchester Community Central, 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 Manchester Community Central team and contribute to the development of ideas, thinking, policy and good practice within Manchester Community Central and our 10GM partners.
- Share general responsibility for:
 - Manchester Community Central's communications – newsletters, bulletins, social media and online resources.
 - Manchester Community Central's contact and casework database.
 - Reporting and being accountable for Manchester Community Central's impact.
 - Supporting meetings, events and training opportunities.
 - Manchester Community Central's annual Spirit of Manchester programme celebrating the local voluntary, community and social enterprise sector's work in the city.
 - Responding to enquiries and administration.
- Contribute to income generation and general fundraising, including providing charged-for services where required.
- Always be willing to learn and to undertake training when required.
- Work in accordance with key policies to ensure Manchester Community Central exemplifies good practice as a VCSE organisation:
 - Value diversity and be inclusive in line with Manchester Community Central's Equality, Diversity and Inclusion statement, anti-racism policy and other relevant policies.
 - Stay safe and well, being responsible for your own health and safety and that of colleagues, in accordance with Manchester Community Central's policies on Health and Safety, Safeguarding and Staff Welfare.



- Protect the integrity of our information and systems, being mindful of Manchester Community Central policies on Data Protection, Cybersecurity and Open Data.

Person Specification

The following skills, knowledge and experience are relevant to this post. Your application should address each of these points and use examples from paid or unpaid work or personal experience.

Being Supportive

- Significant experience of managing complex, multi-strand programmes, including overseeing budgets, managing risk and ensuring accountability to funders and partners.
- Experience of line managing and developing staff, with a track record of building effective, motivated teams.
- Strong understanding of the VCSE sector in Manchester or comparable urban settings, including the challenges facing small and medium-sized community organisations.
- Knowledge of community development approaches and a commitment to asset-based, community-led ways of working.

Being Collaborative

- Demonstrable experience of building and sustaining partnerships with public sector bodies, including local authorities and health partners, as a peer rather than a supplicant.
- Experience of facilitating multi-stakeholder groups, including groups where power dynamics are complex or contested.
- Ability to hold a strategic overview while remaining genuinely connected to the detail of delivery and the realities facing communities.
- Understanding of systems leadership approaches and experience of working across organisational and sectoral boundaries to create change.

Being Influential

- Strong analytical and communication skills, with the ability to translate complex policy and programme information into clear, accessible and compelling narratives.
- Experience of influencing at a senior level, including contributing to strategic conversations with elected members, senior officers and other system leaders.
- Commitment to community power and equity, with a track record of working in ways that shift power towards communities rather than consolidating it in institutions.
- Ability to identify, capture and share learning in ways that build the evidence base and influence future commissioning and policy.

General

- A good standard of general IT skills (general office software, internet and social media).
- Willingness to work flexibly and travel, which may include attending meetings and events outside standard office hours (for which time off in lieu will be given).
- Ability and initiative to work in a systematic way, plan and organise your own workload and manage your time and performance to work on multiple tasks and tight deadlines.



Who we're looking for

This is a new role and a new team, which means there are no established ways of working to step into. We're looking for someone who's excited by that opportunity and confident enough to help shape the role and the team as they go, rather than needing things fully mapped out in advance.

This is a role which faces both internally and externally. An important part of this job is that of being a manager: leading a small team of staff who take forward a range of projects. You'll need experience of supporting and developing people, maintaining priorities within the team's workload and fostering a collaborative team culture. This team will be delivering a complex, multi-strand programme, so you'll need to be confident overseeing budgets, managing risk, and keeping a clear line of sight on how different workstreams are progressing — staying close enough to the day-to-day to understand what's really happening on the ground the team around you.

Collaboration is central to this role: you'll need to be someone who can build genuine partnership with public sector bodies. You'll be holding relationships with the Council and other senior partners. Building trust is important to working with public sector partners, with VCSE colleagues and with the communities whose knowledge and lived experience this programme depends on. We're looking for someone who instinctively works in ways that embed community voice and community power, rather than someone who simply manages a programme on communities' behalf. You'll need to be able to challenge constructively and to hold honest conversations when partnerships get difficult, as well as being a good listener and a supportive colleague.

We're less interested in how many years you've spent in a particular sector and more interested in whether you've got the right instinct for this kind of work — someone who can read a system, understand where power sits, and think clearly about how to shift it. A strong understanding of inequalities and the role of the VCSE sector will help, but we're as interested in your potential and your values.

Above all, we're looking for someone with a real commitment to creating change - someone who will use this opportunity to make sure the sector's knowledge, relationships and trust are properly recognised and resourced, not just referenced as the Live Well work evolves.

You'll need good general IT skills and a real willingness to keep learning. You'll also need to be willing to work flexibly, including occasional evenings or weekends — time off in lieu will be given. You'll need to be willing and able to travel around Manchester and occasionally further across Greater Manchester, though driving ability is not essential as we encourage use of public transport and active travel.



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 at our St Thomas Centre base 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.



Macc Business Connect event at St Thomas Centre, October 2025

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:



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: rabia@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: Rolling Recruitment

As this is our second round of recruitment for this position, we will be running a “rolling recruitment” process.

This means that instead of a single closing date, we're reviewing applications in rounds as they come in.

Applications received by **received by 12:00 PM midday 26th October 2026 Monday** will be reviewed together, with interviews planned for **11th November 2026 Wednesday**.

If we do not appoint from this round, the vacancy will remain open, and we will continue to review applications every 10 working days until an appointment is made.

All applications are assessed against the same criteria, so you're always compared fairly against what we're looking for - applying a bit later doesn't put you at a disadvantage.

The vacancy will close as soon as we appoint someone, which could happen before every round has taken place. If that happens while your application is still waiting to be reviewed, we'll let you know as soon as we can.

Our advice is if you're interested, don't wait — apply as soon as you're ready.

3: Interviews

We will review all the applications we receive and may choose to hold a short informal conversation with shortlisted candidates. This is held online and helps us make the final decision about who to invite for a formal in-person interview.

In-person interviews are usually held at our offices at St Thomas Centre in Ardwick. The interviews 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 may 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.

Key Dates

- **First-round application deadline: 12 pm midday 26th October 2026 Monday**
- **First-round interviews: 11th November 2026 Wednesday**

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 rabia@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:

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Manchester Community Central Manchester



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www.manchestercommunitycentral.org



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St Thomas Centre, Ardwick Green North,
Manchester, M12 6FZ
Tel: 0161 834 9823

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

Over **6,000**
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. www.10GM.org.uk



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