



# Recruitment Pack

## Collaboration Worker

Macc  
Swan Buildings  
20 Swan Street  
Manchester M4 5JW  
0161 834 9823

[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 joining the team at 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.

- We operate through flexible working and home working: we have office space in the city centre but our approach balances personal choice, building teamwork and the needs of the people and groups we work with.
- All staff have Personal Development Plans and a budget to cover the costs of external training and/or personal development activities.
- Our Staff Health and Wellbeing Group: leads on ensuring we have a culture which supports the health and wellbeing of everyone at Macc. This includes “re-energise afternoons” taking time out to recharge and refresh; Mental Aid First Aid confidential support for staff who are struggling and a range of social and team activities throughout the year.
- Volunteering leave: staff are entitled to up to 2 days per year (pro rata), with pay, to engage in voluntary work - just as we ask other businesses to do.
- We encourage active travel and have incentives such as a support in buying public transport season tickets, a Cycle to Work scheme and travel expenses for cyclists.
- We have been an accredited Real Living Wage employer since 2013.



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 3 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

11<sup>th</sup> annual **Spirit of Manchester Awards** held in October 2023

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”**

## About the Role

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. We lead on developing partnerships with businesses and supporting VCSE organisations to increase their collective impact. 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 and 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, such as mental health, providing coordination and facilitation.

Half of this post's time will be supporting the GM 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 who have been funded to deliver this community-led programme, working with young people in Hulme, Moss Side and Rusholme to develop projects and activities to address the underlying causes of violence and build aspirations and opportunities for young people.

The Collaboration Worker will manage and build supportive relationships with partner organisations, and community members including young people. The post holder will collate relevant community information to help influence strategic decision making and encourage cross sector collaboration, such as with the local Community Safety Partnership, Team Around the Neighbourhood and other statutory agencies. A big part of the role will be supporting the partnership and the organisations within it to develop sustainably and manage their impact for young people and the community.

**Position:** Collaboration Worker  
**Salary:** £27,291 per annum pro rata (26 days holiday + bank holidays)  
**Hours:** 35 hours per week - flexi-time system with core hours 10am-3pm  
**Location:** Manchester City Centre but job offers working from home flexibility  
**Contract:** Initially for 12 months - continuation subject to funding and business need  
**Reporting to:** Collaboration Manager

## **Main duties:**

### **Being Supportive**

- To organise a wide variety of meetings and events including managing publicity and invites, setting up video conferencing links, arranging venues and refreshments
- To maintain contact databases, information and filing systems
- To produce minutes, reports, newsletters and other documents as required
- To keep track of project budgets and expenditure (but not to make decisions on how funds are spent)
- Additional general administration tasks required from time to time

### **Being Collaborative**

- To maintain regular contact with key partners
- To network with community members and representatives
- To support and encourage cross-sector communication and partnership working to identify shared values and work together collaboratively towards a common goal
- To respond to enquiries and pass these on to relevant team members, Macc colleagues or external partners - connecting people
- To contribute to the social media presence for the Collaboration Team projects and lead on maintaining Collaboration Team website pages

### **Being Influential**

- To attend and host meetings as required, representing Macc, advocating for the VCSE sector and promoting collaborative ways of working
- To effectively capture key points, learning and reflections at meetings and events to influence future decision making and build a culture of learning
- To collect, report and respond to feedback from partners
- To grow the diversity of Macc's partnerships and help ensure that communications are accessible and inclusive

## **Who we're looking for**

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



- Demonstrate knowledge and understanding of key issues affecting communities in Manchester, in particular youth violence, trauma and mental health
- Demonstrate practical experience of working within and/or supporting voluntary, community and social enterprise (VCSE) organisations and 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 to develop and grow effective partnerships
- Support VCSE organisations and leaders to work strategically to influence relevant public bodies and other agencies
- Demonstrate a willingness to learn and undertake training where required
- Demonstrate a commitment to inclusion and equality

As with all roles at Macc, we are looking for someone who has a strong commitment to Macc's values; someone who can plan and manage their own workload, dealing with multiple tasks and working to tight deadlines. Experience of monitoring and evaluation of activities will be helpful. You will need good working knowledge of MS office applications (Outlook, Word, Excel, PowerPoint) and be able to produce concise and accurate written reports, presentations, webpage and newsletter content as required. You will also 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).

## 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 **Thursday 15 February 2024 at 12 noon.**

Dates for interviews are to be confirmed.

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



@McrCommCentral  
@VolunteeringMcr  
@PolicyVoiceMacc  
@MikeWildMacc



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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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