



Recruitment Pack

Migrant Destitution Project Worker

Macc
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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 few 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

11th 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”

“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 Migrant Destitution Fund and this role

Established in 2020, the Migrant Destitution Fund (MDF) supports people in Greater Manchester forced into destitution by their immigration status. By providing cash grants of up to £80 per month, the fund helps people meet their basic needs, ease pressure on their mental health and restore dignity.

Referrals for grants are made by over 30 organisations who work directly with beneficiaries. MDF signposts partners where applicants could be eligible for other support, convenes events, arranges training and new partnerships, and mobilises partners' resources to support each other and address wider issues. MDF also provides opportunities for people with lived experience of enforced destitution to speak out to share their knowledge and experiences to raise awareness and advocate for change. We are uniquely positioned to evidence and respond to gaps in knowledge and provision.

MDF's long-term vision is a society where the fund shouldn't have to exist, because no one is forced into destitution because of where they come from. MDF is committed to ensuring that people with relevant lived experience are central to bringing this vision closer to reality. **We are therefore recruiting for a new post** to embed lived experience in our work, support the administration of the fund and our partnership work, and advance our strategic vision of building towards a society without destitution. The new role will be line managed by Macc, taking direction from the Action Group.

We are particularly keen to hear from candidates with lived experience of the UK immigration or asylum system. We also look beyond the traditional value placed on qualifications and work experience to what relevant knowledge and skills you may have acquired through your life experience. If you have lived experience of immigration control and you are passionate about migrant justice, this role is for you. Although personal experience is essential, there is no expectation for you to explicitly share your personal experiences.

Part of this role will be to develop leadership and facilitation skills through training and development opportunities. Learning and personal development will be available through Macc's Support and Accountability offer. Regular support will be provided by the Collaboration Manager, as well as additional guidance from the MDF Action Group.

Position: Migrant Destitution Fund Project Worker
Salary: £14,830 per year (0.6 of £24,718 full-time equivalent)
Hours: 21 per week - flexi-time system with core hours 10am-3pm
Location: Manchester City Centre with working from home flexibility
Contract: 12 months, with continuation dependent on funding
Reporting to: Macc's Collaboration Manager, and taking direction from the Migrant Destitution Fund Action Group

Main duties:

Being Supportive

- Support the Migrant Destitution Fund Action Group in progressing its programme of work, ensuring that lived experience informs and drives our work.
- Work with MDF Partnerships Lead, to coordinate recruitment of voluntary members of the MDF Action Group members, particularly including those with lived experience of destitution.
- Support the day-to-day running of the fund, working with the MDF Partnership Lead to process applications and signpost for additional support wherever possible.

Being Collaborative

- Work with the MDF Partnership Lead to plan and facilitate community consultation sessions, creating safe spaces for people with shared experiences to connect, build strength and inform MDF's work
- Support the MDF Partnership Lead to deliver partnership events to share learning, develop good practice and promote longer-term solutions for people experiencing destitution.
- Build relationships with referral partners through check in calls and site visits – liaising regarding alternative support options for applicants, and supporting MDF's Partnership Lead to identify gaps and strengths

Being Influential

- Recruit and support people with lived experience of destitution to speak out and inform change
- Gather feedback and case studies from referral partners and recipients of the fund to support advocacy work
- Maintain and update the Migrant Destitution Fund website
- Represent MDF at in person and online public-facing events

The is a new role and its scope will be regularly reviewed to ensure realistic objectives and priorities.

Who we're looking for

If you have lived experience of immigration control and are passionate about migrant justice, this role is for you! As with all roles at Macc, we are looking for someone who has a strong commitment to Macc's values. You will need to have good English writing skills and a working knowledge of MS Office applications (Outlook, Word, Excel, PowerPoint). 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).

Essential experience, skills and qualities:

- Direct experience of immigration control (for example: seeking asylum, or being on work or spouse visa)
- Understanding of the human impact of different UK immigration & asylum policies and how these can result in destitution
- A passion for migrant justice, a deep commitment to working in solidarity, and an ability to inspire others; and a commitment to reducing barriers to involvement and leadership by Experts by Experience
- Ability to work with others in an empathic and trauma-informed way
- Excellent and sensitive communication skills, able to build trusting relationships with diverse groups including referral partners and people living in destitution
- Awareness of risk and safeguarding when working with vulnerable people
- Personal resilience, self-awareness and willingness to reach out for support when needed
- Good time management and organisation skills, and an ability to work independently using appropriate levels of judgement and initiative

Desirable experience/knowledge:

- Strong understanding of legal pathways out of destitution
- Experience planning and organising events
- Group facilitation skills and an ability to hold safe, supportive spaces
- Good understanding of local community and refugee/migrant support organisations in Greater Manchester

We welcome applications from individuals affected by recent redundancies at GMCVO and will offer guaranteed interviews to those who are suitably qualified for this role with direct experience of immigration control.

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

The closing date is Friday 7th February 12pm.

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 or telephone 0161 834 9823.

You can also speak to MDF Action Group member Jaqui Cotton. Email: jaq.cotton@gmail.com or telephone 07891 485 066.

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.

We are proud to be a member of the Experts by Experience Employment Network.

If you are an expert by experience (a refugee or a migrant with direct, first-hand experience of issues and challenges of the UK asylum or immigration system), you can ask for an independent and confidential support for your job application from the Experts by Experience Employment Network (www.ebeemployment.org.uk).

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 or telephone us on 0161 834 9823.

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@PolicyVoiceMacc
@MikeWildMacc



www.facebook.com/spiritofmanchester/



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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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