



Recruitment Pack

VCSE Policy and Influence Development Worker

Macc
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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”

“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

Position:	VCSE Policy and Influence Development Worker
Salary:	£28,382 per annum
Hours:	35 hours per week
Location:	Based in the Macc office in Manchester City Centre but with some remote working
Contract:	Permanent (subject to funding)
Reporting to:	VCSE Policy and Influence Manager

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. They have knowledge, insight and ideas to offer which can help shape policy and decision making locally, regionally and nationally.

Macc's Policy and Influence Team helps this happen by supporting a wide range of conversations and relationships at a strategic level on key areas of public policy including equalities, health and care, climate change, funding and commissioning and social value. The VCSE Policy and Influence Development Worker helps to create and deliver a programme of activities to enable the local VCSE sector to be a strong voice on significant issues.

Macc's role is to work collaboratively with partners in the VCSE, public and private sectors to influence thinking, debate, planning and decisions, working strategically and with practical outcomes for local people always in mind.

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

- Be a point of contact for VCSE organisations who want to get involved and need support to find the steps they can take, e.g. the information they need, the right person to talk to or the right meeting to attend.
- Work with organisations in the voluntary, community and social enterprise sector (VCSE) to support them to build and develop effective relationships with each other and with public sector partners.
- Support and enable statutory organisations to understand the impact that the VCSE sector has on the health and welfare of the diverse communities of Manchester.
- Provide well-researched, concise and accessible briefings for local voluntary, community and social enterprise organisations on information and policy issues.

- Develop and deliver training, briefings, workshops and information resources as required.
- Support local VCSE sector leaders representing the sector in a range of boards, partnerships and other structures, ensuring consistency of messages, positive relationships and accountability back to the wider VCSE sector.
- Work to broaden the diversity of people leading and advocating for the VCSE sector in Manchester supporting existing and aspiring leaders to develop the skills, relationships and knowledge they need to bring about systemic change both now and, in the future.
- Maintain records of key contacts, developments and activities and provide verbal and written reports on progress as required.

Being Collaborative

- Ensure that Macc's policy and influence activities are consistent with and promote our core values and are informed by skills, knowledge and connections in individuals and communities, recognising and building on existing strengths and resources and working collectively to bring about positive change.
- Establish and nurture trusted relationships with VCSE organisations, local authority, elected members, project and campaign partners, funders and commissioners; and cultivate opportunities to work together to achieve positive change for Manchester residents, including potential partnership initiatives to support the needs of the sector.
- Work with cross-sector and Macc colleagues to host, lead on and facilitate a range of spaces for established and emerging leaders to connect and collaborate around shared themes such as social value, equalities, health and care, community safety and tackling poverty.
- Connect with a range of other local, regional and national networks as required.
- Be known and visible to VCSE and public sector partners, developing and maintaining constructive working relationships and conversations with a wide range of colleagues.

Being Influential

- Encourage creativity and innovation in the delivery of services and support and promote person and community centred approaches, for example:
 - o A focus on communities whose needs and aspirations are overlooked or unacknowledged by mainstream services – e.g. people with mental health needs, people with physical or learning disabilities
 - o A focus on equalities and diversity
 - o Working in ways which are informed by lived experience and insight
 - o Person-centred and community-led approaches including peer support and self-care
 - o Community development and asset-based approaches such as social prescribing
 - o Social value
- Support with the development of an influencing strategy for Macc and the local VCSE sector, identifying and addressing gaps and opportunities for engagement

- Work with key partners including Manchester City Council, Manchester Local Care Organisation and Manchester Foundation Trust to build relationships and develop new ways of working with VCSE organisations where the sector is involved, valued and resourced as equal partners.
- Constructively challenge people at all levels to ensure that the role of VCSE sector organisations and the wider community is understood and taken into account when making key decisions that have an impact on the welfare of Manchester residents.
- Support with recording and sharing stories through our digital platforms to celebrate the strengths of the sector as a call to action more people and organisations to get involved.

General Responsibilities of all Macc Staff

- Uphold and promote the purpose, beliefs and values of Macc, supporting others to do so and reaching out to build new relationships.
- Be kind: work to be inclusive and treat people with dignity, respect and empathy.
- Be accountable internally and externally for your work.
- Work collaboratively as a member of the Macc team, and to contribute to the development of ideas, thinking, policy and good practice within Macc.
- Share general responsibility for
 - o Macc's communications newsletters, bulletins, social media and online resources
 - o Macc's contact & casework database
 - o Reporting and being accountable for Macc's impact
 - o Supporting meetings, events and training opportunities
 - o Macc's annual Spirit of Manchester programme celebrating the local voluntary, community and social enterprise sector's work in the city
 - o Responding to enquiries and administration
- Contribute to income generation and general fundraising, including providing charged-for services where required.
- Always be learning and be willing to undertake training when required.
- Work in accordance with key policies to ensure Macc exemplifies good practice as a VCSE organisation
 - o Value diversity and be inclusive in line with Macc's Equal Opportunities statement and other relevant policies.
 - o Stay safe and well, being responsible for your own health & safety and that of colleagues, in accordance with Macc's policies on Health and Safety, Safeguarding and Staff Welfare.
 - o Protect the integrity of our information and systems, being mindful of Macc policies on Data Protection, Cybersecurity and Open Data.

Who we're looking for

We are seeking a proactive and passionate individual who is dedicated to working collaboratively with partners across the voluntary, community and social enterprise (VCSE), public and private sectors. This role is designed for someone who can effectively influence thinking, drive meaningful conversations and contribute to planning and decision-making processes that focus on practical outcomes for local communities.

Key Attributes

Community-centred mindset: You should have a strong commitment to empowering local people and enhancing community welfare. A deep understanding of the VCSE sector and its impact on diverse communities will be essential.

Collaborative spirit: We need someone who thrives in partnership environments, adept at fostering relationships and working alongside various stakeholders to create a shared vision for community well-being and service delivery.

Strong communicator: Your ability to provide clear, concise and well-researched briefings, alongside your talent for developing and delivering training, workshops and informational resources, will be vital. You should be comfortable engaging with a wide range of audiences, from grassroots organisations to statutory bodies.

Inclusivity advocate: A commitment to fostering diversity and ensuring that all voices are heard is critical. You will work to broaden the representation of leaders within the VCSE sector, supporting individuals from diverse backgrounds to take active roles in advocacy and decision-making.

Creative thinker: We are looking for someone who encourages creativity and promotes person-centred, community-led approaches to service delivery. Your focus should include addressing the needs of underrepresented communities and advocating for social value.

Influencer and challenger: You will play a pivotal role in ensuring that the perspectives and needs of the VCSE sector are recognised in policymaking and resource allocation. Your ability to constructively challenge assumptions and advocate for systemic change will be essential.

Connector: Establishing trusted relationships is key. You should be proficient in connecting individuals and organisations across various sectors and facilitating opportunities for collaboration that drive positive change for Manchester residents.

Skilled in documentation and reporting: A meticulous approach to maintaining records of key contacts, developments and activities is necessary. You should be adept at providing verbal and written updates on progress to stakeholders.

If you resonate with these values and are excited about the possibility of making a meaningful impact within our communities, we encourage you to apply.

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).

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 **30th October 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 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 or telephone us on 0161 834 9823.

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@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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