**Employment Support for Racially Minoritised Communities/Groups**

**Specification**

The Manchester City Council Work and Skills Team is looking to commission a voluntary sector organisation to deliver a short project which will seek to engage with and support economically inactive residents from Racially Minoritised Communities/Groups (RMC/G), to move them closer to employment.

The projects will build on projects delivered in 2023 and 2024 that supported racially minoritised communities to explore pathways to paid employment.

We are keen to work with an organisation who can engage and work with economically inactive residents from African, Caribbean, and mixed white/black heritage backgrounds.

The project's aim will be to provide confidence and skills to move the target group closer to, and into, employment.

**Engagement** is crucial to the delivery, and we would require the provider to explore new ways of attracting this client group to engage in employment support provision. Learning from the previous pilot informs us that meeting people in social settings and events can be beneficial to engagement. We would require the provider to specify in their proposal the methods they would use to engage with this client group and any previous experience.

The projects should be delivered in a culturally proficient manner taking into consideration each participant's need and tailoring the approach.

The successful organisation(s) will be required to design and deliver the core content of the programme whilst working closely with the Work & Skills Team who will manage the contract.

£30,000 is available, to be focused on the following:

* **Recruiting participants who are not currently engaged in learning activity or employment** using activities that will build confidence & self-esteem
* **Providing information** around the local employment support available and improving engagement
* **Empowering** residents by exploring **cultural mobility and aspirations**
* **Promoting routes into employment/training/education/volunteering** and support toward these including enterprise and self-employment.

The geographical area of focus is the Moss Side ward.

The successful applicant(s) will be expected to meet the following requirements:

* Be able to evidence existing work with these communities.
* Ensure approximately 50 participants are actively engaged and complete the project. Participants are required to have Entry 3 or Level 1 English Language skills before commencing the program.
* Be flexible and able to change delivery according to need.
* Use networks to engage participants in pre-employment support.
* Signpost to wider support services, i.e., Health initiatives
* Work with other voluntary sector providers and community groups to facilitate removing barriers to social inclusion.
* Report % improved confidence, increased self-esteem and reduced isolation leading to an employment pathway (making use of monitoring tools to measure outcomes e.g., STAR outcomes tool).
* Report % into volunteering.
* Report % into formal training.
* Report % increase in skills that enable participants to move closer to the labour market.
* Report % into employment.
* Provide monthly progress reports to the Work & Skills project manager.
* Be involved in evaluating the impact of the project with the Work & Skills project manager, to establish best practice.

It is anticipated that delivery of the project will begin in October 2024 and run until March 2025.

**Costs that cannot be funded**

This programme will not fund:

* Bills or utilities related to the running of the project
* Unreasonable project expenses (e.g. staff travel expenses/refreshments)
* Unreasonable costs for IT equipment
* Insurance
* Subscriptions
* Contingency costs
* Equipment not related to the aims of the project
* ‘Thank you’ vouchers
* Interpreters

**Payment will be made in two stages:**

Payment (1) 70% at the start and payment (2) 30% in January 2025 subject to achieving or progressing towards meeting the requirements above.

**Employment Support for Communities Experiencing Racial Inequalities**

**Application Form**

To apply, your organisation must have and be able to produce when asked:

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| a safeguarding policy | ☐ |
| a GDPR (General Data Protection Regulation) policy statement | ☐ |
| a health and safety policy and/or procedures | ☐ |
| accounts, or an income and expenditure sheet | ☐ |
| a bank account in your organisation’s name with at least two signatories | ☐ |
| evidence (e.g., minutes) of Board / Management Committee meetings in line with your constitution | ☐ |
| a list of Board/Management Committee members including their roles | ☐ |
| a governing document (i.e., Constitution) | ☐ |
| relevant insurance | ☐ |

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| **Details about your organisation** | | |
| Name of organisation |  | |
| Address of organisation including postcode |  | |
| Organisation’s website and / or social media addresses (if applicable) | **Website:** | |
| **Twitter (X):** | |
| **Facebook:** | |
| **Instagram:** | |
| **Other:** | |
| Is your organisation incorporated? | Yes ☐ No ☐ | |
| What is the status of your organisation e.g. charity |  | |
| Please supply any relevant registration or reference numbers. | Name | Reference/Number |
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| Date your organisation was established |  | |
| Which localities does your organisation work in? |  | |

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| **Main Contact Information** | |
| Name |  |
| Role |  |
| Contact phone number |  |
| Email Address |  |

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| **Tell us about your proposed activities.** |
| What you plan to do, who with and how. Include your main activities. Be as specific as possible and include numbers where appropriate. Your activities must support the objectives of the funding. |
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| **How do you know there is a need for your activities?** |
| What work have you done to identify the need, from engagement with people or from research or national local trends? Tell us what made you decide these activities are needed. |
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| **Who will benefit from your activities and how will they be involved in developing and running them?** |
| Which individuals and/or communities are being engaged and involved. People might receive a service, and they might also be involved in setting an activity up and running it; let us know who will be doing what and which parts of Manchester they come from. |
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**Demonstrate how your organisation meets the following criteria:**

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| **Criteria** | **Evidence** |
| Experience of engaging with communities within the scope of this project. |  |
| An understanding of what the barriers to work are for the community within scope. |  |
| Include people with lived experience in service development. |  |
| Knowledge of the current employment and skills support landscape. |  |
| Achieving the objectives of the project and meeting key outcomes. |  |
| Meet monitoring requirements and record outcomes in compliance with GDPR. We want to know about your management approach and previous experience of managing similar activities successfully |  |
| Safety of participants  Please could you:    (1) Explain how you will assess and health and safety risks to your participants on this proposed project. Which measures will be put in place to minimise the impact of any risks, including compliance with COVID-19 restrictions where required.  (2) Detail how you will ensure equality and diversity issues are considered in all aspects of your project.  (3) Detail how you will ensure vulnerable adults are safe from harm and abuse on the proposed project. |  |
| Total cost of activities (including breakdown) | |  |  | | --- | --- | | **Activity** | **Breakdown of Costs** | |  |  | |  |  | |  |  | |  |  | |  |  | | **Total Costs** | **£** | |
| Value for money, including social value. |  |

**Declaration**

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| **Declare any interests of employees or board / management committee members that may be relevant to your application**. |
| Provide the name, position in your organisation and details of anyone who is a Manchester Councillor, a relative of a Manchester Councillor and anyone who is an employee of Manchester City Council or related to an employee of Manchester City Council. |
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I declare that the information given on this application form is accurate to the best of my knowledge and that I am authorised to submit this application.

I understand that I must notify Manchester City Council of any significant changes to the application and that misleading information can invalidate this application.

Manchester City Council is listed as a public authority under the **Freedom of Information Act 2000.** By law, we may have to provide your application documents and information about our assessment to any member of the public who asks for them under the Freedom of Information Act 2000.

This application form contains information that is personal data for the purposes of theGeneral Data Protection Regulation (‘GDPR’), the Data Protection Act 2018 (‘DPA’) and related legislation**.**

The Council's Data Protection policy is available from the website at <https://secure.manchester.gov.uk/downloads/download/6321/data_protection_policy>. The personal data that you have provided will be used by the Council for the purpose of processing your application and will not be disclosed to any other organisation for any other purpose other than in relation to cases of suspected fraud or where there is a statutory requirement for disclosure.

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**Signatory** (This should be the chair or person of similar authority in your organisation)

Please email your application to[**Work.Skills.Admin@manchester.gov.uk**](mailto:Work.Skills.Admin@manchester.gov.uk) **by** **24th July** stating ‘**RMC/G Project Application’ in the subject line**. Applications received after this date will not be accepted.

Shortlisted applicants should be available for a conversation regarding their application the week commencing 5th August. Applicants will be notified of a decision as soon as possible after this date.