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| Macc_Strap_COLsmall | **Greater Manchester Older People’s Equalities Panel Development Worker**  **Job Description** |

**Position:** GM Older People’s Equalities Panel Development Worker

**Salary:** £25,991(0.6 Full Time Equivalent) (Actual = £15,595)

**Hours:** 21 hours per week

**Location:** Based in the Macc office in Manchester City Centre with opportunity to work regularly at Greater Manchester Combined Authority offices (Churchgate House, Manchester City Centre). Also with some remote working.

**Contract:** 12 months (with an option to extend for a further year and potential for further funding).

**Reporting to:** GMOPN Development Manager

**Our culture**

**Macc’s Purpose**

To encourage and support voluntary and community groups, charities, social enterprises and local people to make a difference on issues that matter to them, to our communities and to our city, Manchester.

**Our Beliefs**

* Every individual and community has unique skills, talents, knowledge and insights that are important.
* Diversity is a strength: our collective skills, knowledge and lived experience uniquely equip us to do the work we do.
* Our people are central: we appreciate all that our people make possible and are committed to supporting them to continue to develop.

**We value**

**Being Supportive**: increasing mutual support and inclusive opportunities, helping to create more impact.

**Being Influential**: leading by doing and enabling ourselves and others to make a difference on issues of inequality, poverty, environment and social justice.

**Being Collaborative**: joining others in a common purpose of improving our city for all communities, sharing the work, the challenges and the ambitions.

**Purpose of the Role**

To facilitate the GMCA Older People’s Equalities Panel, enabling it to achieve the aims set out below. The post holder will work closely with [Greater Manchester Older People’s Network (GMOPN)](https://www.gmopn.org.uk/) Steering Group members, Greater Manchester Combined Authority (GMCA), [GMCA Ageing Hub](https://www.greatermanchester-ca.gov.uk/what-we-do/equalities/ageing-hub/) as well as other Equalities Panel leads. The work will promote an asset-based approach to community development and ways of supporting older people and organisations working alongside them to come together to make their voices heard. The post holder will ensure co-design and co-production are central and work collaboratively with Panel members to bring about positive change and social justice.

The GMCA Equalities Panels have been established to help tackle the structural and organisational prejudice and discrimination that causes inequality and injustice in our society. They aim to advance equity and fairness in decisions, policies and services across all sectors and communities.

The role of the Older People’s Panel is to:

* **Champion** Greater Manchester’s cultural heritage and history of community inclusion and social justice
* **Advise** the Mayor of Greater Manchester and the Greater Manchester Lead for Ageing and Equalities of the challenges and opportunities faced by older people.
* **Constructively challenge** political and system leaders for tackling prejudice and discrimination within their organisations and structures
* **Proactively support** the Greater Manchester Combined Authority (GMCA) and its public, private and voluntary sector partners to develop effective solutions that tackle inequality and increase equity.

**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.*

**Strategic Development**

* Recruit and maintain an inclusive and diverse Panel membership, ensuring it is representative of relevant organisations and/or communities, and their skills knowledge and experiences from across Greater Manchester.
* Support the Panel to develop strategic priorities and develop a work programme based on the shared vision of the Greater Manchester Strategy.
* Promote principles of asset based community development, co- design, co-production and collaborative leadership.
* Working with the Panel, maintain an accessible action plan that manages the work programme and monitors and evidences impact in tackling inequality.
* Explore opportunities to secure additional funding for the Panel.
* Develop collaborative working relationships with relevant stakeholders in Greater Manchester

**Communication, engagement and insight**

* Support Panel members to undertake effective engagement and communication with their networks and communities, including the wider GM Older People’s Network, enabling public services to gain greater insight to inform policy making.
* Promote principles of asset based community development, co- design, co-production and collaborative leadership.
* Work closely with GMOPN and other Equalities Panels to use data, insight and intelligence to inform priorities and activity.
* Work with the GMCA Ageing Hub and GMCA Communications and Engagement Team to highlight suitable communications and engagement opportunities from the panel’s work plan
* Support promotion of the Panel at city region, regional and national level as well as internationally.
* Develop and maintain an online presence for the Panel on the GMOPN Website. <https://www.gmopn.org.uk/>

**Panel member development**

* Support Panel members, ensuring their active involvement and tackling any concerns.
* Undertake and maintain a skills audit, enabling Panel members to make effective use of their skills, networks and abilities and address any gaps.
* Develop and deliver a training and development programme for members.
* Work with members to agree and enforce a code of conduct.
* Deliver all work in a way which encourages peer support and involvement and which recognises and values individuals’ experiences, skills and abilities.

**Organisational development**

* Provide secretarial and administrative support to the Panel, organising and facilitating meetings (online and face to face as appropriate).
* Use other creative / appropriate methods to facilitate the work of the panel, including events.
* Working with the Administration Worker, ensure an appropriate record of panel meetings and activity is kept.
* Facilitate annual election of the Chair of the Panel.
* Work collaboratively with other Equalities Panels and networks to enable effective use of resources, tackle intersectional issues and avoid duplication.
* Prepare effective briefings for the Chair, speakers and Panel members, before meetings and events.
* Ensure close collaboration between the work of the Panel and of the GMOPN, using the resources of the GMOPN working groups to engage in relevant focused work as appropriate and providing regular feedback to the GMOPN Steering Group.

**Evaluation**

* Contribute to a quarterly report to the GMCA and Macc / GMOPN on progress.
* Work with the Panel to produce an Annual Report to celebrate achievements and highlight recommendations.

**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 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
  + Macc’s communications newsletters, bulletins, social media and online resources
  + Macc’s contact & casework database
  + Reporting and being accountable for Macc’s impact
  + Supporting meetings, events and training opportunities
  + Macc’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 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
  + Value diversity and be inclusive in line with Macc’s Equal Opportunities statement and other relevant policies.
  + 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.
  + Protect the integrity of our information and systems, being mindful of Macc 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**

* Excellent problem solving skills and an ability to think creatively.
* The ability and initiative to work in a systematic way, plan and organise your own workload and managing your time and performance.
* The ability to work under pressure to meet tight deadlines.
* A high standard of general office IT skills including online & social media and an ability to be largely self-servicing in terms of administration.
* Experience of project management systems.
* Experience of monitoring and evaluation of activities.
* The ability to prepare and present accurate written and verbal reports.
* A good track record of working within or alongside voluntary and community organisations, particularly organisations supporting communities of place, identity or interest (e.g. black and minority ethnic groups), older people’s organisations or user-led organisations.
* A track record of commitment to equal opportunities for everyone.

**Being Collaborative**

* Excellent communication skills including diplomacy, tact, empathy and listening and the ability to communicate clearly and successfully at a variety of levels with people from a wide range of social, cultural and ethnic backgrounds.
* The ability to build collaborative and trusting relationships with a range of colleagues in all sectors.
* The ability to facilitate one to one sessions and group work.
* Knowledge and understanding of principles and methods to enable participation.
* Experience of working successfully with partners from different sectors in partnerships, alliances or networks.
* The ability to contribute to the staff team and the organisation’s overall effectiveness, by sharing skills, expertise and ideas.

**Being Influential**

* Knowledge of key policies and programmes locally and nationally in relation to older people Knowledge of key principles for working to create community-led change
  + co-design and coproduction of services
  + asset-based community development
  + partnership working
* The confidence to give presentations and speak to an audience.
* Willingness and ability to travel around Greater Manchester.
* Willingness to undertake personal development and relevant training.