|  |  |
| --- | --- |
| Macc_Strap_COLsmall | **Organisational Development Worker** |

**Position:** Organisational Development Worker

**Salary:** £27,041 to £28,672 per annum

**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:** Permanent (subject to funding and business need)

**Reporting to:** Capacity Building Manager

**Working at Macc**

**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**

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 brings together VCSE organisations from across the city to provide support, encourage collaboration and build the sector’s influence.

The organisational development worker role is to work with and develop a range of local voluntary, community and social enterprise (VCSE) sector organisations, assessing their needs for group development support. The role entails delivering information, advice, guidance and bespoke support interventions along with peer learning and training as appropriate. The purpose of the role is to help VCSE groups become stronger, safer, more effective and more sustainable, contributing to improved outcomes for the people of Manchester. Our VCSE strategy takes this as a key feature of Macc’s role to support local VCSE organisations to set up, develop and thrive.

**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**

* Providing advice, support and guidance to a range of VCSE groups including Black, Asian and minority ethnic organisations and groups within other communities of place, identity or interest around Manchester
* Use a diagnostic approach to assess, plan and record support needs with realistic targets and measurable outcomes
* Support people to formalise new VCSE groups in the best way to create positive change for Manchester residents and communities
* Assist newly formed VCSE groups and well-established local organisations to develop and strengthen, which may include providing support to help:
	+ understand their governance roles and responsibilities
	+ develop their governing body/board
	+ choose an appropriate structure
	+ develop a clear vision and strategy
	+ develop a business plan
	+ develop a funding strategy and apply for funding
	+ develop suitable policies and procedures
	+ ensure robust financial management and reporting
* Support groups to be well resourced and sustainable with diverse and secure income
* Work with the team to design and deliver varied learning sessions and opportunities
* Work with VCSE groups and liaise with other support providers to procure support services from a range of sources or to create other solutions to enable capacity building
* Use a basic casework management system to monitor the progress of work with each VCSE group, ensuring that the potential benefits to groups are maximised and achieved
* Contribute to the development of tools and resources for defining and supporting the organisational development needs of small and medium sized VCSE groups

**Being Collaborative**

* Create and support connections and opportunities for VCSE groups to work together
* Ensure partners, members, funders and other stakeholders are familiar with the service and know how to access support or make referrals
* Contribute to joint projects with partners and stakeholders to provide additional support services
* Attend a range of meetings and events as required to promote support services
* Contribute to maintaining Macc’s database of contacts and records of support provided to VCSE groups

**Being Influential**

* Share insight across Macc on opportunities, learning and policy issues arising from casework e.g. groups’ experiences of funding and commissioning processes
* Maintain a cross-cutting view of issues such as equality, diversity and inclusion, health, crime, education and the needs of unacknowledged and emerging communities
* Promote the role and needs of the sector to stakeholders when appropriate
* 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 contribute to the development of ideas, thinking, policy and good practice within Macc and our 10GM partners.
* 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 willing to learn and 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 Equality, Diversity and Inclusion statement, anti-racism policy 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**

* Understanding of the different forms VCSE organisations can take and experience of supporting organisations to develop an appropriate constitution and legal structure
* Knowledge, understanding and experience of the factors affecting business sustainability and improvement (including strategy) and developing business plans to address these
* Knowledge of current funding developments with experience of writing successful funding applications
* Experience of the full spectrum of fundraising and community fundraising
* Experience of delivering good quality learning programmes, formal or informal
* Excellent analytical and problem solving skills and an ability to think creatively
* Excellent interpersonal and listening skills with the ability to promote access and equality and to value diversity. Able to communicate clearly with diplomacy, tact and empathy and supportively at a variety of levels with people from a wide range of social, cultural and ethnic backgrounds

**Being Collaborative**

* Knowledge, understanding and experience of facilitating group working
* The ability to build collaborative and trusting relationships with a range of colleagues internally and externally, establishing high levels of trust with others which can be clearly evidenced through positive feedback

**Being Influential**

* The ability to understand complex information, including a range of policy, strategic and legal information. To be able to apply this to practical circumstances and to communicate it in an engaging way and to challenge constructively.
* The ability to prepare concise and accurate written reports and briefings and the confidence to give verbal presentations for a variety of audiences

**General**

* A good standard of general IT skills (general office software, internet and social media).
* Willingness to work flexibly and travel, which may include attending meetings and events outside standard office hours (for which time off in lieu will be given).
* Ability and initiative to work in a systematic way, plan and organise your own workload and managing your time and performance to work on multiple tasks and tight deadlines