



Recruitment Pack

Project Worker Trainee

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”

“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

This role is a development opportunity - part of our ambition to support and encourage people starting their career in the VCSE sector.

Essentially this role is an opportunity for someone with good general admin skills to join the team, supporting a range of daily tasks and from there to learn about how the VCSE sector works, gain some practical experience of supporting a number of projects and learn about a wide range of partnerships which are driven by a desire to improve the quality of life for everyone in Manchester.

Other learning and personal development opportunities will also be available through Macc's Support and Accountability offer. Regular support will be provided by the Policy and Influence Manager, as well as additional support and guidance from the Greater Manchester Older People's Network Development Manager. Our goal is that after a trainee role at Macc, the post-holder will have gained skills and experience to move forward in their career and take up new opportunities with greater responsibility (within Macc, partners or the wider VCSE sector). We will actively support you during to find a suitable opportunity to follow this unique traineeship.

Position:	Project Worker Trainee
Salary:	£22,826 per annum
Hours:	35 hours per week - flexi-time system with core hours 10am-3pm
Location:	Manchester City Centre with working from home flexibility
Contract:	1 year (continuation subject to funding)
Reporting to:	Policy and Influence Manager

Main duties:

The duties of the post are to provide general administration support across three areas of work:

- Macc's Policy and Influence Team (approx. 2 days per week)
- Greater Manchester Older People's Network (approx. 2 days per week)
- Our Business (approx. 1 day per week)

For each project, you will be given a set of specific tasks to undertake in line with the duties set out below, working with the relevant project lead. Your line manager will work with you to plan your workload and resolve any scheduling conflicts across the projects.

Being Supportive

- Organise a wide variety of meetings and events including managing publicity and invites, setting up video conferencing links, providing technical support on the use of Zoom/MS

Teams. For face-to-face meetings arranging venues, refreshments, travel and accommodation where necessary.

- Maintain project contact databases, information and filing systems.
- Check emails daily (during working hours) and respond in a timely manner to all enquiries.
- Produce minutes, reports and other documents as required.
- Lead on maintaining relevant webpages, ensuring they are accurate and accessible and monitoring usage data.
- Monitor key sources of external information (e.g. calendars of Council committee meetings, research opportunities, consultation exercises) to inform team planning and information sharing.
- Additional general administration tasks required from time to time.

Being Collaborative

- Be a welcoming and supportive point of contact for stakeholders, providing support for their participation (e.g. in accessing online events) and ensuring they have everything they need to participate fully.
- Work with teams to identify and collate appropriate content for newsletters, creating a schedule of dates for publication.
- Lead on the social media presence for projects, sharing content across a number of platforms.
- Work with colleagues to produce video content.

Being Influential

- Take notes of meetings and events which capture key points, actions, learning and reflections.
- Collect, report and respond to feedback from participants of meetings and events.
- Compile data for the production of monitoring reports.
- Liaise with team members, partners and other stakeholders to compile activity reports and monitoring returns.

Who we're looking for

The right person for this job will be someone who is interested in a career in the voluntary, community and social enterprise (VCSE) sector, excited by the impact that community organisations have on society.

As with all roles at Macc, we are looking for someone who has a strong commitment to Macc's values. You will need very good organisational skills and show attention to detail. A good candidate is someone who is motivated, practical and reliable, someone who can plan and manage their own workload, dealing with multiple tasks and working to tight deadlines.

Experience of monitoring and evaluation of activities will be helpful. You will need good working knowledge of MS office applications (Outlook, Word, Excel, PowerPoint) and be able to produce concise and accurate written reports, presentations, webpage and newsletter content as required.

We are looking for commitment to collaboration and working supportively with lots of different people. You will need an ability to communicate effectively and to engage with people from diverse backgrounds with different perspectives. You will need to be able to share your skills, expertise and ideas.

This is a great opportunity to learn and gain experience so you need to be willing to undertake training and take part in personal development.

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 21 May 2024 at 12pm

Interview date: 3 June 2024

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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