



A joint venture to support
the local VCSE sector
in Greater Manchester

Recruitment Information

Projects & Partnerships Officer

July 2022



Thank you for your interest in this position with 10GM. This document includes the key information about the organisation, the role and details on how to apply.

1. About 10GM

10GM is a joint venture to support the voluntary, community and social enterprise (VCSE) sector in Greater Manchester.

The founding members are: Action Together, Bolton CVS, Macc and Salford CVS. We are local infrastructure organisations operating strategically and collaboratively; our shared purpose is to champion local voluntary and community action and social enterprise across the city-region in order to improve the economic, social and environmental wellbeing of Greater Manchester's people and communities.

10GM operates to cooperative principles and is established as a company limited by guarantee owned by the members.

2. 10GM's Work

10GM have extensive experience of involving a wide range of people from the VCSE sector in partnership work.

Our approach is collaborative - enabling us to make use of established knowledge, wide relationships and trust within the VCSE sector.

We believe in working with a diverse range of frontline groups who are close to different communities, and our large membership base and networks enable us to do this.

Because of this way of working, 10GM creates significant added value through our intellectual capital, co-design expertise, engagement insights, research experience and links, established communications systems and networks. We believe the key to our role is to act as catalyst and connector - as trusted, independent brokers and facilitators within the VCSE sector, within communities, at local authority and at Greater Manchester levels.

For more information on the work that we do please visit www.10GM.org.uk

<h1>Projects & Partnerships Officer</h1>	Job Description
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Remuneration: NJC scale 23, £28,226 per annum	Hours: Full time, 37 hours per week. (Less than full time may be possible, through negotiation)
Contract: Initially 12 months with extension subject to funding	Location: Hybrid working- 10GM premises and home working as required for service delivery
Line management by: Chief Operating Officer. Day to day priorities will be set by a 10GM Strategic Lead	

3. The Role

As our organisation is expanding, we are recruiting a Projects & Partnerships Officer. Working closely with our Strategic Leads and Chief Operating Officer, you will be supporting the delivery of a range of internal projects, external programmes and partnerships across Greater Manchester.

You will be working across multiple projects at any one time, undertaking the activities below to ensure the smooth and effective delivery of 10GM initiatives.

You will need experience of developing, implementing and reviewing project plans; excellent communication and organisational skills; and good knowledge and understanding of project and risk management tools and methods.

4. Role Description

The main responsibilities of this role are:

- Scheduling tasks and co-ordinating activities to ensure projects are delivered on time.
- Preparing, updating, publishing and distributing project documentation.
- Drafting monitoring reports to inform funders and stakeholders of progress against agreed objectives.

- Working with the Communications & Administration Officer to set up and support a range of meetings, including taking notes and following up on actions as required.
- Working with the Chief Operating Officer and Strategic Leads to identify and manage risks associated with projects and workstreams.
- Representing 10GM at meetings, events and other appropriate forums.
- Assisting the Strategic Leads in writing and distributing policy briefings and project communications.
- Organising and facilitating events and workshops.
- Working with the Communications & Administration Officer to compile website and social media content.
- Developing and maintaining partnerships and stakeholder relationships to enhance projects.
- Responding to enquiries from stakeholders, project partners, and external organisations.

General asks of everyone that works as part of the 10GM team:

- Uphold and promote the purpose, beliefs and values of 10GM.
- Demonstrate a commitment to social value.
- Undertake training as required.
- Work as a member of 10GM team, and to contribute to the development of policy and good practice across 10GM.
- Work in accordance with 10GM's Equal Opportunities statement and other relevant policies.
- Be responsible for your own health & safety and that of our colleagues, in accordance with the Health & Safety at Work Act.
- Work in accordance with the Data Protection Act and 10GM policies on Data Protection and Open Data.
- Carry out the above duties, and any other reasonable duties commensurate with the responsibilities of the post.

As a member of the 10GM team you will also benefit from:

- Flexible working opportunities
- Ongoing professional development
- 7% pension contribution (1% contribution by employee)
- 25 days' annual leave (Plus 8 bank holidays)
- Work with a large diverse team committed to social justice

5. Who we're looking for

Overall, this role will suit someone who enjoys the variety of working across different projects which are at different stages in their development and delivery.

To help us find the right person we'll look at your CV and supporting statement and talk to you about your **experience** in the following three things:

- Developing, implementing and reviewing project plans
- Organising and facilitating meetings, activities and events (both online and in-person)
- Producing monitoring reports and project updates, using qualitative and quantitative information

We'll also look (mainly at interview) for the following four **skills and abilities**:

- Organisation and time management
- Communication, including giving presentations and preparing reports and briefings
- Using initiative and prioritising
- Building trusting relationships

It will help your chances if you can also show us that you **understand** or **know about** the following three things:

- Project and risk management tools and methods
- Knowledge and understanding of the VCSE sector in Greater Manchester
- The causes and impacts of inequality and of strategies to promote equality, diversity and inclusion.

If you attend an interview, we'll ask you about these things too (but you don't need to include them in your supporting statement):

- Your able to work flexibly – including unsocial hours on occasion
- Your willingness to continue personal and professional development and to undertake relevant training
- Willingness and ability to undertake frequent travel throughout Greater Manchester
- Ability and willingness to work from a business premises and / or a home office, as required

6. Recruitment information	
Post	Projects & Partnerships Officer
Closing date	09:00am Monday 12 September 2022
Interview date	Tuesday 20 September 2022.
Contact	For an informal conversation about the role please email Jobs@10GM.org.uk
<p>To apply for this role, please submit:</p> <ul style="list-style-type: none"> • Your CV 2 pages max • A Supporting Statement which describes how you meet the things we're looking for (in section 5 above). 2 pages max <p>Please email your CV and supporting statement with the subject 'confidential job application' to jobs@10gm.org.uk</p>	
<p>About you:</p> <p>To help us monitor how effective our recruitment is, we would appreciate you providing some information about yourself. The information is completely anonymous and not linked to your application in any way.</p>	

We look forward to hearing from you.

10GM