

Projects and Partnerships Coordinator

28 hours

Closing date: 26th June

Interviews: 4th July

Start date: Mid August

<p>Post Title: Projects and Partnerships Coordinator</p>	<p>Location: Office at Levenshulme Inspire, 747 Stockport Road, M19 3AR Some WFH and activities at external locations</p>
<p>Hours of duty: Some flexibility based on activity programme 4 days at 7 hours but some flexibility Some evening work, occasional weekend activities</p>	<p>Salary: £18,200 Pension Contribution: 3% Holidays: 22 days + Bank Holidays Contract: 2 years with extension subject to funding</p>
<p>Responsible to: Liz Hibberd, Strategic and Partnership Lead</p>	<p>Main Contacts: Internal:</p> <ul style="list-style-type: none"> ● Liz Hibberd ● Advisory Group ● Volunteers ● Sanctuary Seekers
<p>Desirable Conditions of Service:</p> <ul style="list-style-type: none"> - Hold a full UK Driving Licence and have the use of a car insured for business use - Flexibility of working hours to meet the needs of the service 	<p>External:</p> <ul style="list-style-type: none"> ● Facilitators ● Organisations ● Venue managers

The Role

It's an exciting time to join our team! Due to demand for our services, we are recruiting a Projects & Partnerships Coordinator. Working closely with our Strategic Lead, you will be supporting the delivery of a range of projects, programmes and partnerships across Manchester.

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

You will need experience of developing, implementing and reviewing project plans; excellent communication and organisational skills; and experience of working with a wide range of stakeholders.

Job description

- Recruiting and supporting volunteers including associated administrative tasks
- Planning and overseeing the delivery of a programme of activities and sessions for Sanctuary Seekers including associated administrative tasks
- Creating and maintaining positive relationships with external providers and public bodies
- Monitoring and evaluation to ensure our work stays relevant and meaningful to those who use our service
- Engaging with Advisory Group

Principles and Values

The post-holder will be required to work within and represent the principles, ethos and values of Manchester City of Sanctuary in all aspects of their work. Manchester City of Sanctuary holds the vision that our city will be a welcoming place of safety for all and proud to offer sanctuary to people fleeing violence and persecution. Staff and volunteers share a common set of values concerned with justice and the dignity of the person.

- Connection: valuing the power of personal connection as a way of understanding and promoting empathy
- Acceptance: seeing people as they are, without question and without judgement
- Collaboration: working together to create deeper and lasting impact across the sector and with public bodies
- Empowerment: working towards sanctuary seekers becoming protagonists of their own futures
- Dignity: recognising the humanity of all people

Applicants should also be:

- Antiracist
- Kind, patient, compassionate and empathetic
- Respectful, empowering, positive

Policies and Procedures

The post-holder will work in line with the Policies & Procedures of Manchester City of Sanctuary. They will also be required to ensure that service beneficiaries, staff and volunteers are treated in accordance with the Equal Opportunities policy with particular emphasis on anti-discriminatory practice and the promotion of the rights of people and vulnerable adults.

Safeguarding

The post-holder will be required to ensure that vulnerable adults are safeguarded and must be aware that everyone has a safeguarding responsibility and a duty to refer any safeguarding concerns they may have to the designated safeguarding person.

Purpose of Post

To oversee and manage the smooth running of the volunteer programme and the schedule of activities, as well as developing and maintaining key relationships with external partners.

Essential

Experience, Knowledge, Abilities and Skills

1. Insight into the needs, experiences and hopes of refugees and people seeking asylum.
2. Ability to organise and facilitate virtual and physical group sessions.
3. Excellent written and oral communication skills with an ability to communicate effectively with a wide range of internal and external stakeholders.
4. Excellent team-working skills, with the ability to develop positive relationships with internal and external stakeholders whilst maintaining flexibility and open-mindedness.
5. Excellent organisational skills with accuracy and attention to detail.
6. Ability to plan and prioritise a busy workload to meet deadlines.
7. Excellent IT literacy – knowledge of Microsoft Word, Excel, email, websites, databases and the internet.

Desirable

1. Those with lived experience of the asylum system are encouraged to apply.
2. Experience of working with the asylum system, knowledge of how it operates and an understanding of the issues affecting those in it.
3. Hold a full UK Driving Licence and have the use of a car insured for business use.

Assessment at Interview

If short-listed for an interview, in addition to the above, candidates will be assessed on the following. Candidates need not write about these points in the application form.

1. Understanding of and commitment to confidentiality, impartiality, non-directive approaches and equal opportunities.
2. Experience and understanding of cultural diversity and the ability to work with people from a range of different cultures.
3. Commitment to ethical and responsible approaches to work with traumatised service users.
4. Ability to work sensitively and show resilience and strength when speaking with people who have suffered trauma and working with materials related to these experiences.
5. Understanding of the impact of working with people in a situation of transition and uncertainty, and of appropriate ways of handling that impact at work.
6. Understanding and commitment to adhering to professional boundaries, demonstrating high levels of integrity.

Terms and conditions of employment

Reports to – Liz Hibberd

Location – Levenshulme Inspire, other locations where activities are being held.

Length of contract - This post is offered for 24 months from the outset, subject to a three month probation period with the potential for extending, subject to funding.

Hours of work – 28 hours per week

Salary - £18,200

Holidays 22 days holiday plus Bank Holidays