



Proudly supporting
youth social action



Department for
Digital, Culture
Media & Sport



Social Action Coordinator

Salary: £27,000

Role reports to: Director

Role Profile

Young Manchester is a young, dynamic and ambitious charity that strives to improve the life chances of all children and young people across Manchester. We are growing our team and are looking for a passionate and skilled individual to help drive social action across the city.

The successful applicant will support Manchester's ambition to be the first 'City of Social Action', which embeds social action throughout the city, creating outstanding opportunities for children and young people to play active roles in their communities and shape the future of Manchester. You will lead this work and ensure that Manchester is at the forefront of this agenda nationally.

The City of Social Action supports Young Manchester's on-going partnership with Manchester City Council, Curious Minds and the #iwill Fund (a partnership between The National Lottery Community Fund and the Department for Digital, Culture, Media and Sport), which places youth social action at the heart of provision for children and young people in the city.

You will ensure that The City of Social action project:

- Provides social action opportunities across the city, targeted at those who need it most, informed by young people and community expertise
- Drives a relevant and inclusive offer that meets the needs of all children and young people
- Coordinates and connects opportunities, with clear referral routes and progression pathways for all young people
- Establishes clear and explicit routes to leadership, including mentoring, coaching and leadership development and roles in explicitly shaping Manchester's future
- Ensures that funding and opportunities are shaped by young people themselves, with Young Manchester leading on best practice for young people's involvement in local funding decisions
- Facilitates communities to be directly shaped by young people themselves, making those communities better for children and young people, now and in the future

The postholder will also support organisations across voluntary, public and private sectors, establishing strong and active networks and partnerships across Manchester, driving engagement, investment and ultimately impact on children and young people's lives.

The postholder will also support Young Manchester's own youth voice work, working closely with our young Project Coordinators and Young Ambassadors to ensure that their voices are heard within Young Manchester and across the city.

There is ample scope for an ambitious, creative and organised person to develop this post and be part of an exciting charity that puts outcomes for children and young people first.

What we will offer

- 35-hour working week
- 25 days holiday per annum, plus statutory Bank Holidays
- Flexible working patterns
- A commitment to ongoing professional development
- Contributory pension scheme

The #iwill Fund

The #iwill Fund is made possible thanks to £50 million joint investment from The National Lottery Community Fund and the Department for Digital, Culture, Media and Sport (DCMS) to support young people to access high quality social action opportunities.

Main tasks and responsibilities

Leadership and coordination

- Lead the co-design, development, implementation and delivery of 'The City of Social Action' project, ensuring it is owned by children and young people, communities and the voluntary sector
- Lead the development and successful implementation and coordination of networks and partnership projects across Manchester which promote and grow social action
- Support the development of cross-sector collaborations, including the engagement of the public sector and businesses in social action
- Work with colleagues across the voluntary sector and Manchester City Council to grow and promote opportunities for intergenerational social action and community engagement
- Lead the development of local, regional and national collaborations which support the growth of social action in Manchester, and promote Manchester as The City of Social Action
- Ensure that children and young people's voices are shaping all of Young Manchester's work, including The City of Social Action, working closely with our Project Coordinators and Young Ambassadors
- Develop training and support opportunities for partners across the city which build their skills and knowledge of social action and its benefits to children and young people, and communities more broadly

Supporting Young Manchester's wider work

- Work with the Head of Partnerships, Director and external partners to develop new collaborative projects that support children and young people to thrive
- Support Young Manchester's ambitious vision for the growth of youth and play work across the city by supporting income generation activities and projects
- Promote Young Manchester's values on diversity, fairness, probity, impartiality and access, leading by example

Person specification

- Experience of designing, running and supporting social action activities, with a focus on supporting children and young people's engagement in their communities
- Excellent project management skills, with experience of managing complex projects with multiple stakeholders
- Excellent communication skills with the ability to convey complex ideas to a high verbal and written standard, using formats that are suited to the needs of diverse audiences
- Confident, articulate and persuasive and able to work with a wide range of stakeholders, to hear and respond to different perspectives and negotiate effectively
- Excellent interpersonal skills and ability to build a strong rapport with colleagues and external stakeholders at senior levels
- Knowledge of the needs of, and challenges faced by, community and voluntary sector organisations and how these may inform approaches to supporting and working with the voluntary sector and communities
- Experience of line management and managing volunteering, including young volunteers and those new to the workplace
- Experience of working with children and young people in a community setting, ideally with relevant youth or community-related qualifications
- Excellent MS Office skills (Word, Excel, PowerPoint)
- Ability to work on own initiative and take operational decisions as required
- Ability to work within a small team and take on tasks additional to core role
- Promote equality and value diversity in all working relationships
- A commitment to safeguarding and promoting the welfare of children and young people
- Travel across Manchester and occasionally further afield



Our Workplace

Young Manchester is:

Inclusive – we are all involved in shaping the organisation, and contribute to its development and success

Respectful – we respect different viewpoints, new ideas and challenges, and appreciate that all views come from the position of a shared vision for children and young people in Manchester

Ambitious – we strive for the best, and push and challenge each other to deliver the best for children and young people in Manchester

Supportive – we work together to shared objectives, supporting each other and building on each other's strengths, aware of each other's needs. We value each other and we have each other's backs.

Trusting – we trust each other, to do a good job and deliver what we have committed to do, and we trust each other to work in our collective best interests and those of children and young people

Fun – we take our work extremely seriously but not ourselves, and believe a fun and relaxed environment builds positivity, energy and passion

Creative – we seek new ideas, explore opportunities, build new bridges, take risks

Forgiving – we know we won't always get it right, but will be reflective and learn, and support each other through challenges, knowing we are all driven by a shared purpose

Open – we share our views, experiences and question each other, safe in the knowledge that we will not be judged or derided, and that we are all seeking to constantly grow and improve

Flexible – we are accommodating and supportive of balancing work and life, and actively encourage staff to work in ways which are best for them and their families