



# Recruitment Pack

Believe it's possible • Strengthen others • Be true



# Hello and Welcome!

Thank you for your interest in joining the Action Together family and considering being an integral part of our organisation and helping us to reach our goals for stronger communities in Oldham, Rochdale and Tameside.

We'd like to share with you some of our passion for what we do. To give you a better understanding of who we are and what we aim to achieve, we have put this pack together with the hope of inspiring you to join us.



## A message from our CEO

At Action Together we believe that there are many amazing people and organisations out there who want to make good things happen and put a stop to things that shouldn't be. We see the incredible things we can achieve when we all work together and want to do all we can to strengthen and grow this in Oldham, Rochdale and Tameside. The Action Together team is full to the brim of passionate, action focussed people who want to make a difference. If you share our values and want to join a vibrant, and hard-working bunch then we hope you will join us!



**Liz Windsor-Welsh**





# So, who are we and what do we do?

Action Together is a membership organisation and there are currently 3,000 members across Oldham, Rochdale and Tameside. These, in turn, represent and support many diverse local needs and interests.

We are a charity whose purpose is promoting social benefit for the people who live in the communities we serve. We provide lots of different practical help to support local member groups and organisations.

## **Our work is divided into core functions:**

### **Leadership and Advocacy**

**We lead and advocate for the Voluntary, Community, Faith and Social Enterprise sector in our communities to be heard**

We empower people from diverse organisations and marginalised groups to be leaders and advocate for the communities or issues that are important to them.

We represent the sector in strategic spaces and advocate for more investment, sharing of power and decision-making involving the sector.

We ensure that community insight and community voice informs local decisions and influences key decision-makers and funders.

### **Volunteering**

**We support people and groups to make more of a difference, and give their time to the things that matter most to them**

We believe that volunteering is at the heart of creating, supporting and maintaining stronger communities.

We develop and champion volunteering to empower more local people to share their skills, capacity and common purpose. Our volunteers are supported and recognised for their valuable contribution to local social infrastructure.



## Investment

We secure investment that supports local action, removes barriers and helps to get funding to where it's needed most

Our funding approach works on two levels: our efforts to ensure that investment is secured for the sector and reaches the community organisations and projects that need it, and our holistic investment in the strength and sustainability of our communities through capacity building.

## Capacity Building

We support groups and organisations to develop, grow and make a bigger impact in their communities

We work in neighbourhoods to build deep relationships with local groups and strengthen what they do.

We provide advice, practical training and development support to community organisations of all sizes, enabling them to become resilient, successful and sustainable.

## Partnerships and Collaboration

We facilitate local action groups and networks to create a valuable and effective space for collaborative working and joint action

We bring together diverse perspectives to address the impacts and root causes of poverty and inequalities in our local communities.

We work in partnership with community groups, the public sector and other local organisations to influence system change and deliver social justice.



# Our values

Action Together's values underpin all of our work: including its strategy, operational plan, workforce development and recruitment. Our values should resonate with the perception and reality of working with, and for, us as an organisation and, crucially, in our Trustees' role in the governance of the company.

Our values are to:



**Believe it's possible** – vision and ideas matter. We have confidence in the power of people and communities and strive to release their potential to create the widest possible benefits whilst promoting social justice

**Strengthen others** – we work in ways that strengthen people, places and partnerships. We achieve this by working collaboratively, sharing skills and developing relationships between people, groups and agencies

**Be true** – we are brave enough to share constructive insight in order to make progress. Our unique insight comes from our connections with, and amplification of, the diverse range of voices of people and groups that we work with

# Our strategy to 2028

We launched our new five-year strategy in December 2022, to take us from 2023 -2028.

The strategy covers all of our core work in Oldham, Rochdale and Tameside, with these shared strategic priorities:

1. Strengthen social infrastructure for connected communities
2. Advance our approach to social change
3. Grow and transform as a local funder

Please [click here](#) to find out more.



# Benefits of working with us!

As a member of the Action Together team you will benefit from:

- Flexible working opportunities
- Membership of SimplyHealth which pays a contribution towards the costs of visiting the dentist, opticians, and physiotherapy as well as access to counselling services
- Ongoing professional development
- Cycle and tech loan schemes
- 26 days holiday per year (increasing with length of service up to 30 days per year) plus bank holidays
- Pension scheme - with 6% employer contribution

## Staff Testimonials



“I love the team spirit, how anyone will give up their time to help you when you need it. I have never known an employer to show as much commitment to its employees as Action Together does, my team feels more like family.”



“When I saw the opportunity that would allow me to be part of a team that makes a difference to community health and wellbeing in my borough, I couldn't turn it down.”



“What I like about working with Action Together is the friendly team, no day is the same and most importantly being able to support, advise, signpost individuals, groups or organisations to develop and achieve their goals.”



“I'm proud to be part of an organisation that, listens to its community and works together with its residents and key stakeholders to help create an environment that will allow people to live happier, healthier, and better-connected lives.”



“I feel that my skills and experiences are valued, and I am encouraged and empowered share my ideas and to try new things. It is great to be able to get involved with new projects that have a direct and positive impact upon the local community.”

# Job Description

## Community Development Worker

<p><b>Salary:</b> £31,067 - £35,235</p> <p><b>NJC:</b> NJC Grade 6 SP 19 to SO1 SP25</p>	<p><b>Line Manager:</b> Operations Manager</p>
<p><b>Hours:</b> 36 per week (Monday to Friday with some evening and weekend work as required)</p>	<p><b>Period of contract:</b> Permanent, subject to funding</p>
<p><b>Location:</b> based in communities across Rochdale Borough, at our office in Rochdale, with some home working.</p>	<p><b>Main stakeholders:</b> Local people, Voluntary Community Faith and Social Enterprise (VCFSE) organisations.</p>

### Purpose of the post:

This post will play a key role in building capacity in Rochdale Borough's communities. You will support local people to turn their ideas into action and will strengthen existing local Voluntary, Community, Faith and Social Enterprise (VCFSE) organisations through providing organisational development support, networking spaces and training.

As a Community Development Worker, you will also connect people to what's happening in their community, promote the great work of the VCFSE sector with local stakeholders, and help more people get connected and feel proud to live in Rochdale Borough.



### **The main things you will be asked to do in this role:**

- To empower local people and communities to identify what matters to them and turn ideas into action
- To develop deep insight into the neighbourhoods you work in, building extensive knowledge of the strengths and assets of the people and the area
- To use organisational development tools and techniques to support VCFSE groups to develop and strengthen, such as:
  - Supporting groups to establish and help them identify the right structures for them (i.e constituted group, CIC, CIO, etc.)
  - Using our organisational Healthcheck tool to produce an action plan of support for developing a group or organisation
  - Funding searches and support to apply for funding
  - Support with policies and procedures, and to complete the [Quality in Action Award](#)
  - Support with basic bookkeeping and business planning
  - Support to develop monitoring, evaluation and demonstrating impact
- To promote the Action Together funding available to support community activities and support groups to identify and apply for other local and national funding pots
- To facilitate neighbourhood networks, events and forums that offer a space for building relationships, listening, learning and taking action
- To gather and share good news stories from the community which demonstrate the impact of local VCFSE groups and volunteers
- Capture, report and share insight and learning to amplify the voices of local people and the people that VCFSE organisations work with
- To represent Action Together and the VCFSE sector at neighbourhood meetings, championing the work of the sector and the ability of communities to develop their own solutions
- To deliver training in partnership with colleagues across Action Together's three localities
- To record, monitor and evaluate your work to evidence the difference made through asset-based approaches (e.g. using our Civi CRM database, and our online directory, etc)
- Strive to address barriers to Action Together's offer making it accessible to all communities of place identity and experience

### **General asks of everyone that works as part of the Action Together team:**

- Support us in our charitable purpose, helping us to achieve our strategic aims and using our values as outlined below to underpin all that you do.
- Behave in a professional manner and adhere to our policies and procedures including safeguarding, health and safety, data protection.



- Be inclusive and work to combat all forms of discrimination and disadvantage, ensuring that the principles of equitable opportunities and social justice are implemented in your work.
- Help us to achieve our strategic aims and priorities by contributing your skills and experience to projects and tasks when required.

# Person Specification

## Community Development Worker

### The ideal candidate for this role will be someone who...

- Is passionate about tackling inequality and striving for social justice
- Has experience of building trusting relationships with people and organisations
- Is an experienced facilitator and comfortable in working through differences
- Is solution focussed and knows how to turn ideas into action
- Has worked in (or significant experience of working with) the VCFSE sector, particularly small community and volunteer-led groups
- Understands community development and working in a way that promotes inclusion
- Is interested in what makes organisations develop and thrive
- Can confidently represent and advocate for the VCFSE sector

The recruitment process (application, interview, and any other activities) are your opportunity to demonstrate the following skills (able to), experience (experience of), and knowledge (knowledge of):

### Essential – These are things which are necessary for you to be considered for this role:

- Experience of working with people and groups to identify their strengths, plan and take action.
- Experience of organising and facilitating meetings, events, and training.



- Experience of working with VCFSE organisations to develop, including support around governance, policies, funding business planning, etc.
- Experience of representing your organisation professionally at partnership meetings.
- Experience of keeping accurate records and using systems to support this e.g., database/meeting minutes/action plans etc.
- Experience of using tools that record the difference you have made e.g., outcomes monitoring, casework, impact stories, reports etc.
- Knowledge of the principles of asset-based working within communities.
- Working knowledge of current safeguarding practice and processes and how to spot, report and follow up safeguarding concerns.
- Working knowledge of data protection practice, and the importance of this.
- Can work with others to turn ideas into action.
- Can produce high quality reports and present these in an accessible way to a wide range of audiences.
- Strong organisation and time management.
- Ability to form good working relationships with people from a wide range of social, cultural and ethnic backgrounds to enable you to achieve your goals.
- Ability to challenge appropriately where necessary.
- Ability to work to tight deadlines and competing priorities.
- Ability to reflect on own approach, take feedback and seek to develop own way of working.
- Ability to travel around Rochdale Borough to carry out their work.

**Desirable – These are things which we would actively be looking for in a perfect candidate. You should still apply even if you do not check every item on this list:**

- Coaching or training qualifications.
- Professional qualification in a community development or a voluntary sector related field.
- Experience of delivering training Asset Based approach (es) i.e., asset mapping, Appreciative Inquiry, Motivational Interviewing, Participatory Budgeting, etc, etc

**Personal qualities – These are things which we ask for from everybody who works as part of the Action Together team:**

- Be committed to our values.
- Work and collaborate effectively as part of the wider team.
- Seek opportunities to develop yourself and others.
- Be committed to social justice and equity.

# Guidance notes for applicants

Read the background information and job description carefully; this will help you to decide whether you want to apply for the job and will also give you the information you need to help complete your application form.

Our shortlisting process will be based on the information that you have provided on the application form; we will not be able to score you on information which you have not provided, and we cannot make assumptions about what you might have done in relation to our requirements.

Take each of the points on the Person Specification, and set out in the relevant section of the application form how you have met this requirement in your previous work – paid or unpaid – and how this relates to the post you are applying for:

- Our scoring system for shortlisting allocates scores of 0-5 for each element of the person specification, based on how you have demonstrated your skills and experience - from 0 where the applicant has failed to meet the criteria as they have not demonstrated the suitable skills / experience required, to 5 where the applicant has fully met the criteria, demonstrating suitable skills and experience with a range of examples.
- In order to be considered for shortlisting, candidates must score a minimum of 2 for each of the essential criteria.
- We operate a guaranteed interview scheme for candidates who consider themselves to have a disability, and who meet the essential criteria. As such, any candidate who declares themselves as having a disability and who scores a minimum of 2 for each of the essential criteria will automatically be shortlisted for interview.
- Remaining candidates will be shortlisted according to ranking of scores. The score required to qualify for interview will depend on the number of roles being appointed to and how highly candidates score overall.

Applications that show how actions have resulted in outcomes will usually score more highly in shortlisting. For example, saying “I have excellent project management skills” will get a lower score than saying “I have good project management skills. An example of this is xyz project. The project exceeded our target of delivering training to 20 community groups in 6 months. My role in this was....”

When filling in the form, think about all aspects of your life experiences – not just paid work. For example, your experiences at school or college, as a volunteer, or in your



home or leisure activities could all contribute to your ability to show us that you meet items on the Person Specification:

- e.g. In running a home, you can demonstrate a range of organising skills, and budget management.
- Being active in a local club or community group may have given you opportunities to learn skills such as teamwork, and communication

## So, what happens next?

If you are still interested in joining the Action Together team, we'd love to hear from you!

Please complete the application form found [here](#), using the guidance above, and submit your completed application via email to [humanresources@actiontogether.org.uk](mailto:humanresources@actiontogether.org.uk)

The deadline for applications is 9am on Monday 18 August 2025

Postal applications can also be submitted and these should be sent to:

HR Team  
Action Together  
80 Union Street  
Oldham  
OL1 1DJ

If you'd like to ask us any questions about the job, please call us on 0161 3392345 and ask to speak to a member of the HR Team. Alternatively, you can email [humanresources@actiontogether.org.uk](mailto:humanresources@actiontogether.org.uk) with any questions.

After the closing date all applicants who have submitted a completed application form will be contacted via email to let them know if they have been successfully shortlisted or not.

If you are successfully shortlisted, you will be invited to interview on 27 August 2025.

This will be a panel interview/with a task.



Thank you for your interest in joining the Action Together team.

## SUPPORTER

