



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



Strengthen
others



Be true

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 in practice (e.g., flexibility around start/finish times and the ability to balance office, home and community-based working, subject to role requirements)
- A commitment to reasonable adjustments and access support throughout recruitment and employment—please tell us what you need and we will work with you to put it in place
- An inclusive working culture with ongoing learning (including equity, anti-discrimination and cultural awareness) and support to do your best work
- Membership of SimplyHealth which pays a contribution towards the costs of visiting the dentist, opticians, and physiotherapy as well as access to counselling services
- 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

GM Partnerships and Delivery Manager – Spaces of Hope and Connection

Salary: £39,862- £42,839 per annum NJC: PO2 SP 29-32	Line Manager: Chief Executive
Hours: 36 per week (full time)	Period of contract: Until 31 March 2030
Location: Hybrid working – from Action Together offices, 10GM or GMCA spaces and regularly attend venues across GM.	Main stakeholders: Head of Programme (Spaces of Hope and Connection); partner Local infrastructure organisations; GM=EqAl Partnership; VCFSE organisations; GMCA, NHS GM and other public service partners; Learning Partner; funder (The National Lottery Community Fund); residents; community leaders and 10GM / Action Together team members.

Purpose of the post:

Thanks to National Lottery players, 10GM (on behalf of Greater Manchester Live Well) will receive £16.5 million over four years from The National Lottery Community Fund, the UK's largest community funder.

GM Live Well is Greater Manchester's commitment to ensuring great everyday support is available in every neighbourhood. It represents a shift in how public services work with people and communities.

This investment in Live Well Spaces of Hope and Connection will create a network of 100+ inclusive, community-led and owned spaces across Greater Manchester where people can meet, belong and find everyday support.

Prioritising communities facing the greatest inequalities, the investment will strengthen social infrastructure and grow community action, power and wealth. Powered by the

Live Well movement, VCSE organisations, public services and residents will come together to share power, change systems and shape healthier, fairer, more connected places.

The Partnership and Delivery Lead plays a key role in bringing the programme's mission and values to life, working alongside partners to turn shared ambition into meaningful change for communities. Supporting the Head of Programmes, the role focuses on enabling partners to thrive, strengthening collaboration, and creating the conditions for delivery that is adaptive, inclusive and grounded in community leadership.

You will nurture trusted relationships across diverse partners, convene partnership and learning spaces, and maintain a clear, connected view across workstreams and places. Through this, you will help surface opportunities, address challenges early, and support partners to work in ways that reflect the programme's principles and strengthen long-term community power.

Working closely with the Head of Programme, you will provide timely insight, support coordinated problem-solving and enable shared learning across the programme. You will help create an environment where innovation, flexibility and collaborate on are encouraged, and where partners feel supported to test, adapt and grow their work.

You will also play a central role in capturing and sharing what is working — developing accessible learning and impact products that highlight stories of change, community insight and the systems shifts emerging through the programme, helping to inspire partners and influence wider practice.

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

Partnership Facilitation, Network Development & Culture

- Plan, facilitate and continuously grow partnership and network spaces (e.g., delivery forums, learning sessions, communities of practice and 1:1 partner relationships), ensuring they are inclusive, purposeful and support collaborative, community-led delivery across places.
- Support the development and strengthening of a Live Well Spaces of Hope and Connection network, growing collaboration, peer support and shared problem-solving across partners and localities.
- Build trust across partners by modelling relational practice, encouraging transparency and supporting constructive dialogue and resolution when challenges arise.
- Help partners embed programme principles and culture (equity, community leadership, power sharing and inclusion) by translating them into practical behaviours and approaches across places, partnerships and the wider network.

- Identify opportunities to connect partners, share practice and grow collaboration across the network, supporting the spread and adaptation of effective community-led approaches.
- Work with the Head of Programme to maintain clear partnership governance and communications, including decision-making, feedback loops and how insight shapes adaptive delivery across the network.

Delivery Insight Across Partners

- Maintain a connected understanding of delivery across partners, places and workstreams, including what is being delivered, for whom, at what pace, and what is enabling or blocking progress.
- Synthesise updates from partners into clear themes, risks, opportunities and support needs, escalating appropriately and coordinating responses across the partnership.
- Support consistent delivery practice by sharing tools, templates and examples that help partners deliver at scale while staying grounded in community leadership, equity and local context.
- Work with programme leads and delivery partners to identify approaches that can be adapted, spread or strengthened across the network to support wider system change.

Learning, Reflection & Continuous Improvement

- Work with the Learning Partner to design and run learning cycles with partners, capturing insight and translating it into practical changes in delivery.
- Support partners to use evidence, community insight and feedback to improve inclusion, reach and impact—especially for communities facing the greatest inequalities.
- Maintain a simple, shared view of what the partnership is learning, testing and changing, and keep this visible across partners.

Programme Support

- Support the Head of Programme by maintaining partnership rhythm and enabling coordinated, responsive delivery across partners.
- Produce concise, high-quality briefings that bring together delivery insight, emerging risks, support needs and opportunities to strengthen and spread what is working.
- Track and coordinate follow-up from partnership meetings and learning spaces, ensuring actions are owned, monitored and completed, and that insight leads to visible change.
- Support preparation for governance groups and key partner/funder conversations by providing evidence, narratives, case studies and delivery insight.

System Change, Impact Storytelling & Communications

- Work with partners to identify, articulate and evidence the system changes the programme is enabling (e.g., shifts in decision-making, access, pathways, culture, power and investment).
- Produce and coordinate impact stories and case studies that show how Spaces of Hope and Connection are strengthening belonging, community leadership and everyday support.
- Capture and coordinate learning and impact content in a range of formats (e.g., written stories, presentations, blogs and other programme formats) and support partners to contribute.
- Support values-led, strengths-based communications that appropriately represent communities, with clear consent and ethical storytelling.

Team Leadership

- Coordinate work across colleagues, partners and any commissioned support to deliver high-quality partnership facilitation, learning cycles and impact products.
- Champion an inclusive, values-led culture across the partnership, supporting equity, accessibility and participation in partnership spaces, learning environments and programme activity.
- Support partners to create welcoming, accessible and inclusive spaces for collaboration and learning, recognising barriers to participation and promoting approaches that enable communities facing the greatest inequalities to shape delivery and decision-making.
- Promote a culture of shared learning, reflection and continuous improvement, ensuring diverse voices and community knowledge are valued and influence programme development.
- If administrative support is added in future, provide task direction and quality assurance so partnership, learning and engagement processes remain inclusive, accessible and responsive.

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

GM Partnerships and Delivery Manager – Spaces of Hope and Connection

We welcome applications from people who have developed relevant skills through a range of routes, if you meet the criteria through transferable experience, we encourage you to apply. We also recognise lived experience of inequality and marginalisation as valuable knowledge for this role and invite candidates to draw on it in their application if they wish.

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 facilitating partnerships/networks and convening inclusive, purposeful spaces that enable collaboration and shared action.
- Strong relationship-building and influencing skills; able to build trust across difference, navigate power and challenge constructively.
- Experience working in or alongside VCSE and community-led practice, with a strong understanding of equity, inclusion and accessible participation.
- Strong written communication; able to synthesise delivery updates, learning and evidence (quantitative and qualitative) into briefings and impact stories for different audiences.
- Ability to coordinate activity across multiple partners/workstreams, plan and prioritise work, and follow through on actions in a dynamic environment.
- Experience managing people and/or commissioned partners (including setting priorities, supporting delivery and providing constructive feedback).

Skills & Knowledge

- Strong facilitation skills, able to design and hold inclusive spaces that support collaboration, shared learning and action.
- A sound knowledge of community led action, community power, and social infrastructure.

- Experience of monitoring, evaluation and impact reporting, including using learning to drive improvement.

Values & Behaviours

- Commitment to equity and community leadership; values lived experience of inequality and marginalisation.
- Relational and respectful; able to build trust and psychological safety across diverse partners and communities.
- Comfortable with ambiguity and emergence; reflective, learning-led and able to adapt based on insight.
- Integrity and care in representing communities and partners, including ethical storytelling, accessibility and consent.

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:

- Experience using systems change approaches (including evidencing change beyond direct delivery outcomes).
- Experience using creative or digital approaches to storytelling and capturing learning (e.g., multimedia content, podcasts, short films).

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.

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

The deadline for applications is 9:00am on Tuesday 05 May 2026

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 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 13,14 or 15 May.

This will be a panel interview with a task

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