action together

# 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 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

## Capacity Building Manager (Oldham)

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| **Salary:** £41,177 - £44,253 per annum<br><br>**NJC:** NJC PO2 (29-32) | **Line Manager**: Oldham Director |
| **Hours:** 36 hours per week | **Period of contract**: Permanent |
| **Location:** Hybrid working – Working at our office and in communities in Oldham and working from home. | **Main stakeholders:** VCFSE Groups and Organisations, their staff and volunteers. Public Sector Partners across the Public Sector, System Elected Members, Members of the public |

**Purpose of the post:**

As a senior member of the Oldham locality team, you will be responsible for the effective delivery of our Voluntary, Community, faith and Social Enterprise Sector (VCFSE) Capacity Building infrastructure services and offer to our members. This includes organisational development, training, funding support and community development.

You will work closely with your team, the Oldham Director, members of the Oldham Management Team, and cross locality Action Together management team to ensure we deliver high quality of services to the local VCFSE sector in Oldham neighbourhoods, that are responsive and adaptive to changes.

You will ensure that our services are delivering against our strategic plan commitments and through our organisational values.

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

- Develop and manage the delivery of Action Together's Capacity Building infrastructure functions within Oldham
- Provide excellent line management to your team of staff and volunteers and ensure team members have individual workplans and deliver against the priorities and KPI's in the organisational operations plan.
- Manage and lead capacity building projects
- Establish and implement systems and processes to ensure we can deliver a high-quality offer to our members, monitor our impact and meet contractual obligations.
- Produce and present high quality oral and written reports, as necessary.
- Support the Oldham Director to manage change and implement new ways of working in line with our values and operational priorities.
- Maintain and develop relationships with a wide range of stakeholders across public, private and the voluntary, community, faith and social enterprise (VCFSE) sector, including other team members across Action Together.
- Assist the Oldham director to prepare bids and grant proposals.
- Be an active partner, representing Action Together in locality structures as required and create a positive, solution focussed partnership working environment in line with Action Together's values.
- Occasionally deputise for the Strategic Locality Lead as required.

**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

## Capacity Building Manager (Oldham)

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

- Is driven by social justice and has an in-depth understanding of the VCFSE and of delivering infrastructure services
- Has great interpersonal skills and can foster and maintain effective relationships internally and externally
- Is an experienced line manager who can coach people to reach their full potential
- Is experienced at operational and project management, assuring we achieve a high quality of service and performance to agreed timeframes.
- Is a skilled influencer who can operate within partnerships and bring solutions
- Is an excellent communicator in person; in writing and effective in producing reports ad presentations to a wide variety of audiences
- Is outcomes driven and able to flex and prioritise to meet agreed commitments

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:**

- An experienced people manager who can provide effective line management support, implement and develop new systems and processes and manage change effectively.
- An experienced project manager who can assuring we achieve a high quality of service and performance to agreed timeframes.
- Experience of working within VCFSE sector with a strong understanding of capacity building and the opportunities and challenges for the sector.
- Experience of delivering quality written and verbal report to a variety of stakeholders.
- Experience of monitoring and evaluating projects /or services
- Experience of developing and maintaining effective working relationships with a range of partners.
- Knowledge of infrastructure support to the VCFSE sector and the difference it makes to the VCFSE
- Knowledge of GDPR implications for data management, confidentiality, and secure data storage.
- Ability to maintain effective working relationships with VCFSE (Voluntary Community Faith and Social Enterprise) and public sector partners.
- Ability to develop funding proposals/drawing down resources.
- Capable of developing and implementing an effective operational delivery plan.
- Able to effectively manage change
- Excellent communication and inter-personal skills (including the ability to adapt to meet the needs of a variety of audiences).
- Excellent community development and organisational development skills and able to use these skills to support VCFSE groups and organisations
- Proficient at using Microsoft office applications (Teams, SharePoint, Outlook, Word, PowerPoint, Excel and Co-pilot) and using CRM and database systems in your 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:**

- Have first-hand experience of working with diverse communities in Oldham
- Have worked with national grant funders or Trusts

**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

The deadline for applications is **9am on Thursday 17 December 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 **Friday 8 January 2027** at our **Oldham locality office**.

This will be a panel interview with a task

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