



Greater Manchester Homeless Action Network Manager

Job Application Pack

August 2024

Deadline For Applications:

12 noon on Monday 2nd September 2024

Interviews:

Thursday 5th and/or Friday 6th September 2024

If you have any questions, or would like to talk to someone about the role, please email

info@gmhan.org

Completed Application Forms should be submitted to:

recruitment@greatertogethermanchester.org

by 12 noon on Monday 2nd September 2024

About Greater Together Manchester

Greater Together Manchester is a charity that looks to tackle poverty and deprivation across Greater Manchester. Founded as a joint venture between Church Urban Fund and the Diocese of Manchester, we work with charities, organisations, churches, faith and community groups, and individuals all over Greater Manchester to tackle poverty and deprivation, and to find ways to support the most vulnerable people in our society. We work with local, grassroots groups to develop their responses to concerns or problems in their own communities, providing advice, support, infrastructure and support with fundraising.

Mission Statement:

- To kick-start, grow and support social action/community outreach projects and initiatives by equipping churches, groups, individuals and communities with the skills and confidence to make a real difference to the lives of the most vulnerable people in their local area.
- To connect projects, people, and organisations together to help them to share best practice, resources, and ideas.
- To work together with multi-agency partners to influence local, regional, and national policy and strategy.
- To provide training and information to individuals and organisations to help equip them with the skills and knowledge they need to support and sign post vulnerable people more effectively.

Greater Together Manchester has been a key member of the GMHAN since it was created and is hosting the role on behalf of the network.

Greater Manchester Homeless Action Network Manager

Job Title	GMHAN Manager
Employer	Greater Together Manchester
Responsible to	Chief Executive Officer
Location	Hybrid Working - Office & Homebased (travel around GM required)
Hours	Full Time – 35 hours per week
Duration	12 months
Salary	£31,000 per annum plus 7% pension

About the Greater Manchester Homeless Action Network

The Greater Manchester Homeless Action Network (GMHAN) is a cross-sector partnership that brings together everyone across Greater Manchester working to end rough sleeping and prevent homelessness. This includes a range of sectors and specialisms, such as charities, local authorities, housing providers, faith partners and people with lived experience of homelessness. The GMHAN aims to operate using the principles of co-production and community development, placing people with experience of homelessness in the lead.

The work of the GMHAN seeks to add value to local networks and build connections at a GM level. This is done by connecting the many smaller local networks, with local and regional public and private sector bodies, including policy makers and politicians, to influence and design policies and programmes that affect the lives of those experiencing/at risk of experiencing homelessness. We do this through large in person events every 3 months aimed at co-designing Greater Manchester's homelessness policy and showcasing best practice. Our network events focus on different themes (such as the criminal justice system or youth homelessness) and bring together people passionate about that area to share their experiences and form a collective voice to push for social change.

We also run three task groups- Learn, Lobby & Deliver. The groups are a space for action to happen outside of events, where people from all areas can come together to progress this work and identify areas where the network can influence change. All this work feeds into the GM Homelessness Programme Board, where key decisions are made.

PURPOSE OF POST

The purpose of this post is to support and co-ordinate the Greater Manchester Homeless Action Network, helping to drive forward the development of the network and promote partnership working between organisations. Two years ago, the network restructure and bought in a full-time network manager post, now funded by Greater Manchester Mayors Charity and the Lloyds foundation. Since this role was initially bought in, the network structure and funding as strengthened, however we are now looking for someone to play a key role in further developing the GMHAN's strategic role across the region. This includes facilitating full network events, supporting systems change through our network task groups, driving the work of the coordination group and bringing new partners into the network. This role will have some involvement in new funding applications for additional roles and will be the line manager for the network's Lived Experience Co-ordinator post.

While the network has an already established structure, we are looking for someone who has their own ideas about how to mobilise partnership working and will feel confident bringing their vision to the network, as well as challenging already established ideas.

KEY RESPONSIBILITIES

Strengthening the Network

- Working to identify, connect with and involve individuals, organisations, communities, funders, and commissioners to help grow the membership of the network.
- Identifying opportunities for the network to influence systems change and mobilising the wider network to respond to these opportunities.
- Supporting the network's task groups to work in an action focused way, by having strategic oversight of their work, linking them to opportunities and facilitating joined up working between the groups.
- Identifying funding opportunities to continue the work of the network and working with relevant partners to secure funding.

Supporting Co-Production

- Encouraging and facilitating the involvement and leadership of people with personal insight into homelessness at every level by growing and supporting culture shift towards co-production.
- Line management of the network's Lived Experience Coordinator and working with them give people with lived experience of homelessness opportunities to engage in the network

Communications

- Oversight of network comms to ensure key messages are communicated with the wider network. This includes sending regular newsletters, maintaining the network website and managing social media accounts.
- Coordinating and facilitating full network events, by identifying key contributors and supporting them to share their work.
- Representing the GMHAN at external events and in some cases presenting to a range of stakeholders about the structure and purpose of the network.

Other

- Have overall responsibility for monitoring and evaluation required for funders.
- Carry out other reasonable duties that may be required in the light of the main purpose of the job and as requested by your line manager.
- Follow GTM's policies and procedures.

PERSON SPECIFICATION

Quality	Description	E	D
Experience	Experience of liaising, working, and networking effectively with a range of partners across a multi-sector network	✓	
Experience	Experience of running large events and meetings.		✓
Experience	Experience of successfully managing, developing, and motivating a diverse team		✓
Experience	Experience of facilitating meetings and workshops	✓	
Experience	Personal experience of using, working in or working with homelessness services in Greater Manchester, or experience of working with people experiencing homelessness.		✓
Skills	Effective networker with good communication skills, emotional intelligence, and the ability to build effective working relationships with people from a wide range of backgrounds.	✓	
Skills	Good project management, organisational, time management and administration skills.	✓	
Skills	Self-motivated, with the ability to work unsupervised and manage own workload	✓	
Skills	Competence in the use of IT including MS Office, database and website management systems and email marketing platforms (e.g., MailChimp)	✓	
Knowledge	An understanding of, and commitment to, the principles of co-production		✓
Knowledge	Knowledge and understanding of homelessness in the UK (its causes and effects) and to finding new ways to reduce and prevent homelessness		✓
Knowledge	Knowledge of GDPR and the importance of data protection		✓
Attitude	Commitment to equality and diversity		✓
Attitude	Sympathetic to the values and ethos of Greater Together Manchester		
Attitude	Positive, optimistic, and resourceful when dealing with obstacles and last-minute changes		✓
Other	Ability to travel independently across Greater Manchester.		✓

GTM is an equal opportunities employer and does not discriminate on the grounds of gender, marital status, race, ethnic origin, colour, nationality, national origin, disability, sexual orientation, religion or age.



JOB APPLICATION GUIDELINES

Information on Completing the Application Form

The information you provide in your application form is the ONLY information we will use in deciding whether you will be shortlisted for interview.

Your application form is therefore very important, and the following advice is designed to help you complete it as effectively as possible.

Do not send any additional documents (e.g., CVs) as the shortlisting panel will not be able to use them in their decision making.

Planning Your Application Form

Before filling in the application form, please read the information pack carefully

- Please look at all the information so that you know what the job involves and understand the range of skills and expertise required.
- Every vacancy is based on a **job description** and **person specification**, which lists the main duties of the post and describes the skills, experience, and qualifications we are looking for.

Using the Job Description and Person Specification:

- The person specification is the list of requirements regarded as necessary for the role.
- The most important question in the job application is the one that asks, "Using the job description and person specification, please tell us about your experience, skills and knowledge, and explain why you think you are suitable for this role." **You need to tell us about how you meet each of these requirements and use examples from your previous roles.**
- Try not to repeat yourself by using just one area of your experience, you should tell us about past and present jobs and interests. **Remember that voluntary work can be just as valuable as paid employment.**

Completing the Application Form

- Please fill in the application form as clearly and as fully as you can so that we have all the information we need.
- If you have any disabilities or need assistance in completing the form, please let us know and we will be happy to help you.
- We would be grateful if you could fill in the Equal Opportunities Monitoring Form – but this is not compulsory. The information on the Monitoring Form will not be seen by the shortlisting or interview panel.
- Please send your application form in on time – applications received after the closing date may not be considered.
- Remember to keep a copy of your application form.

Closing Date

Completed application forms should be returned to Greater Together Manchester by 12 noon on the closing date given on the advertisement.

You should send your completed application form to: recruitment@greartertogethermanchester.org