

# Programme Coordinator

(Bolton - Care Leavers  
Programme)

## Vacancy

### Application pack

August 2024



**GREATER  
MANCHESTER  
YOUTH  
NETWORK**

#YoungPeopleCan



Salary: £27,803 - £28,770 (pro rata)

Hours: Part Time - 28 hours per week

Base and delivery: GMYN office in Manchester, partner office in Bolton  
with opportunities to work from home

Deadline: 18th September

[www.gmyn.co.uk](http://www.gmyn.co.uk)

# #YoungPeopleCan



## A warm welcome from GMYN!

Thank you for showing an interest in joining GMYN. GMYN has been supporting cared for children since 2012 and has helped change many lives across Greater Manchester. This role is instrumental in helping care experienced young people take part in positive activities and develop key skills. You would be joining a passionate and highly skilled team, all wanting to make a difference to young peoples lives. We look forward to hearing from you!

## About us...

**Our vision is #YoungPeopleCan**

**Our mission is to enable young people to have a positive impact on their own lives and the wider community.**

For many young people, moving towards a positive future isn't easy. Greater Manchester Youth Network (GMYN) supports young people aged 10-25 from across Greater Manchester by offering innovative and exciting opportunities that they are not able to access elsewhere.

Our developmental programmes and drop-in activities help young people to strengthen social connections, improve wellbeing, increase confidence, develop skills and have a say on issues that matter to them.

Our key focus is supporting young people who face particular challenges, including: cared-for young people and care leavers, disabled and neurodiverse young people, unaccompanied asylum seeking children (UASC)/new arrivals, young people with social, emotional and mental health (SEMH) needs, and young people who are not ready for work.

## Impact

GMYN's work is guided by our [Theory of Change](#) which outlines why we are needed, our approach, our activities and our intended outcomes which are that young people have:

- Improved wellbeing
- Strengthened social connections
- Developed new skills
- Boosted their contribution to their community
- Increased confidence



## Our Values

At GMYN, **inclusivity**, **empathy**, and being **youth friendly** is the lens in which we operate. We want to go above and beyond and feel that our values demonstrate this:

We show **compassion**, creating a supportive and nurturing environment where everyone part of GMYN can thrive and feel valued.

**Fun** is at the heart of GMYN, making every experience enjoyable and engaging.

Throughout GMYN, **creativity** shapes everything we do, ensuring innovative programmes and inclusive activities that engage and inspire.

With **courage** at our core, GMYN strives to create transformative change, fearlessly innovating and advocating for young people.

Continuous **learning** is core to what we do ensuring we reflect, adapt, and evolve to better meet the needs of the young people we support.



## Our approach to being more inclusive:

GMYN aims to create an inclusive welcoming environment for young people and all those who work or volunteer at GMYN or wish to join #TeamGMYN. Whilst our staff are diverse in many ways, we recognise we are not fully representative of the communities that we serve, and we want to change this.

GMYN is ambitious about diversity, equity and inclusion and wants to improve. If you've got the right skills and experiences, we want to hear from you.

We actively encourage applications from people of colour, people from working class backgrounds, disabled and neurodiverse people, and/or people who have relevant lived experience of the challenges we help young people to tackle. All applications are welcomed and each will be assessed on its own merit.

Many of our staff work flexibly in many ways, including part-time and job share. Please talk to us at interview about the flexibility you need. We can't promise to give you exactly what you want, but we do promise not to judge you for asking.

## Our offer, joining



At GMYN, we are regularly reviewing our practices to create a welcoming and supportive environment and encourage suggestions and feedback from staff to improve our offer.

**Annual Leave:** All staff receive 25 days of annual leave in addition to the public bank holidays, pro rata for completed hours worked. This offer rises after three years employment with an extra day each year (capped at 30 days). We also provide additional "Gift Days" during Christmas when the office is closed.

**Happy birthday:** GMYN allows all employees to take a day off from work to celebrate their birthday.

**Wellbeing Days:** Staff also benefit from five annual wellbeing days as part of their holiday allowance. Wellbeing days are 'no-questions-asked' days of annual leave, to be taken on the day they are needed, to allow you time away to alleviate stress and manage your mental wellbeing.

**Flexible Working:** We operate flexible working hours and working from home policies to allow you to fit your personal commitments around your work.

**Remuneration:** We are a living wage employer, setting salaries in line with NJC scales and reviewing annually.

**Pension:** We offer an 8% pension scheme with 3% employer contributions.

**Employee Assistance Programme (EAP):** Staff have access to a 24/7 service offering a wide range of support, including life support, legal information, bereavement support, CBT online and much more.

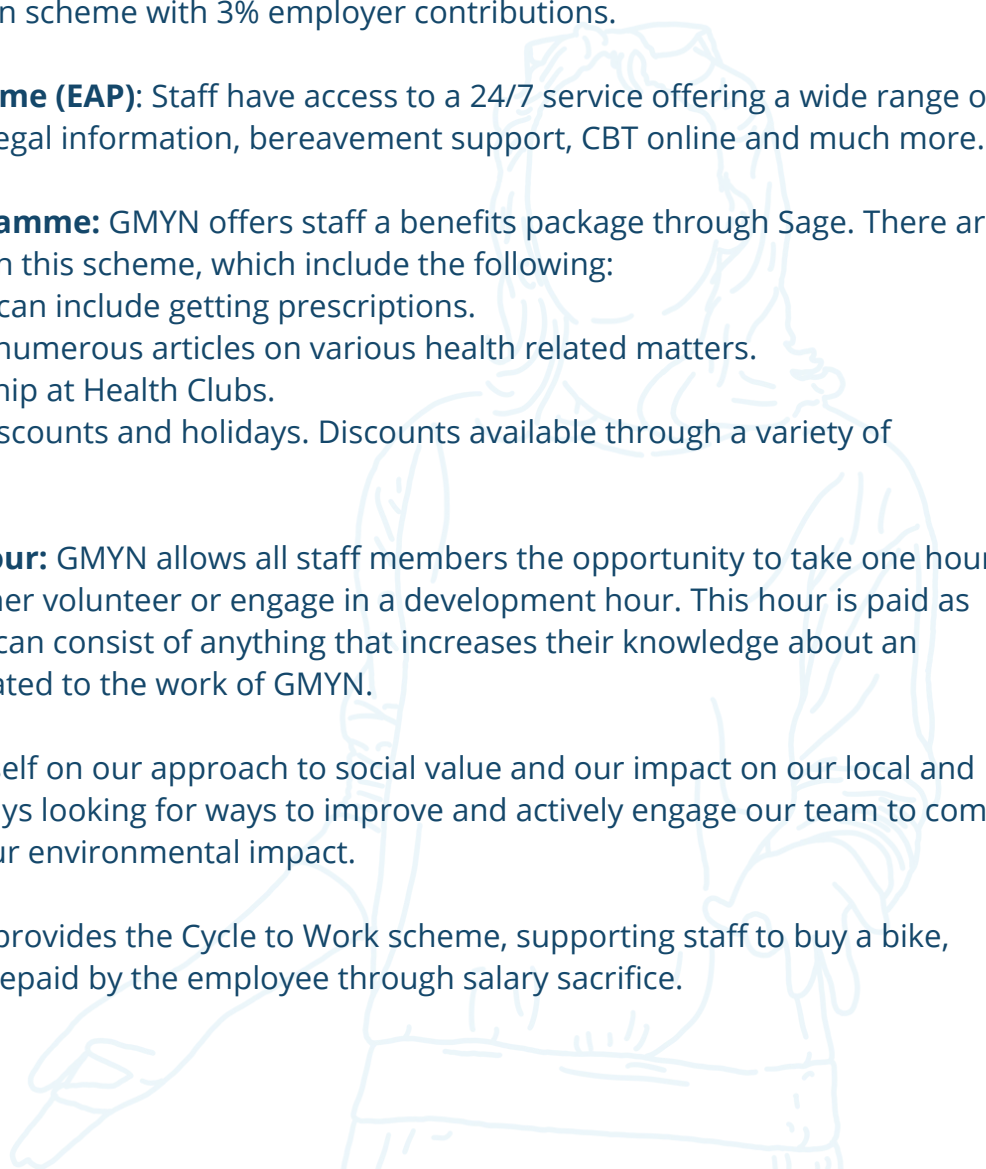
**Sage Employee Benefits Programme:** GMYN offers staff a benefits package through Sage. There are various benefits on offer through this scheme, which include the following:

- Access to an online GP. This can include getting prescriptions.
- Health advice. This includes numerous articles on various health related matters.
- Discounts on gym membership at Health Clubs.
- Cinema savings, shopping discounts and holidays. Discounts available through a variety of retailers.

**Volunteering/Development hour:** GMYN allows all staff members the opportunity to take one hour out of their working week to either volunteer or engage in a development hour. This hour is paid as normal. The development hour can consist of anything that increases their knowledge about an aspect of their role or that is related to the work of GMYN.

**Social Value:** GMYN provides itself on our approach to social value and our impact on our local and wider environment. We are always looking for ways to improve and actively engage our team to come up with new ideas to improve our environmental impact.

**Cycle to Work Scheme:** GMYN provides the Cycle to Work scheme, supporting staff to buy a bike, with the cost of the equipment repaid by the employee through salary sacrifice.



## Who are we looking for?

We are looking for a skilled and enthusiastic Programme Coordinator to lead our programme for care leavers in Bolton. The programme funded by The Albert Gubay Foundation is in its second year of providing much needed support for care leavers to aide their transition to adulthood.

The activities provide individuals with opportunities to develop essential life skills, increase their wellbeing and create new support networks.

The programme will help individuals to build new friendships, develop aspirations and gain access to a supportive worker who they can approach for advice and guidance.

We are looking for a Programme Coordinator that can be a flexible and committed team player. In return you will have the chance to have creative ownership of this programme, bringing your own skills and ideas to make it an amazing experience for young people to be involved in.

In this role, you will need to be confident in inspiring and engaging care leavers and be able to develop positive partnerships with various stakeholders.

The main activities delivered through this programme include:

- Life skills workshops such as cooking, budgeting, travel training.
- Creative/outdoor activities such as music, cooking, drama, art, sport etc.
- One-to-one support to provide bespoke guidance so young people can overcome barriers to access education, employment and training opportunities.

A key part of the role will be promoting the programme to stakeholders and working to recruit young people. The successful candidate will integrate themselves within the Bolton Leaving Care Service to ensure we receive referrals for the programme.

More information about GMYN programmes can be found at [About us - GMYN](#)



## Key responsibilities

- To develop effective relationship with care leavers.
- To deliver positive life skills, wellbeing and employability focussed activities enabling young people to develop key skills and experiences.
- To deliver one-to-one sessions with young people to support development and progression towards education, employment and training opportunities.
- To promote the programme to key stakeholders.
- To develop close working relationships with referral agencies such statutory services, voluntary organisations, and colleges.
- To monitor and report on programme outputs and outcomes using GMYN's programme management database.
- To ensure that all participants and staff are safeguarded and that all activities are delivered safely.
- To effectively project manage the programme, ensuring that all planning, budgeting, recording, and reporting is up to date.
- To ensure that all activities are youth led and youth voice embedded in the programme.
- To conduct administrative tasks related to the role including internal and external communications, programme planning and data inputting.
- To perform any other reasonable duties and responsibilities that contribute to the organisations overall aims and objectives.
- To undertake training and development as agreed with line manager.
- You've written this as one-one further up, so just needs to be one or the other.



## Personal Specification:

We are aware that everyone has a range of skills and experiences. We value people with lived experience and would encourage anyone that is care experienced and meets the criteria to apply. If you feel that you could successfully fulfil the responsibilities of the role, we encourage you to apply, even if you do not meet every criterion in the person specification.

	Application	Interview
Relevant training or equivalent experience in youth work, social work, education, or a related field.	<b>x</b>	
Proven experience in coordinating youth programmes for young people.	<b>x</b>	<b>x</b>
Prior experience of group work and one-to-one delivery.	<b>x</b>	<b>x</b>
Effective communication and social skills with young people.		<b>x</b>
Evidence of working in a trauma informed way.		<b>x</b>
Experience of dealing with safeguarding concerns in line with policy and procedure.	<b>x</b>	<b>x</b>
Experience of supporting young people that are care experienced.	<b>x</b>	<b>x</b>
Experience of project managing, including working to targets, within a budget and evaluating the programme.	<b>x</b>	<b>x</b>
Awareness of local statutory services and community resources available to support young people in Greater Manchester.	<b>x</b>	
Ability to effectively promote the programme to attract interest and referrals.	<b>x</b>	<b>x</b>
Ability to use IT systems including CRMs and learn new processes.		<b>x</b>
Friendly and approachable with a commitment to GMYN's vision and values.		<b>x</b>
Ability to work on own initiative and as part of a team.		<b>x</b>
Committed to equity, diversity and inclusion.	<b>x</b>	<b>x</b>
Ability to work across Greater Manchester boroughs.	<b>x</b>	<b>x</b>

# How to apply

Your invitation to interview will be based on how you demonstrate that you meet the points on the person specification. We will consider skills and experiences from various roles if you can demonstrate how they can be transferable to this role.

Please email your application and CV to [jobs@gmyn.co.uk](mailto:jobs@gmyn.co.uk). In your application, **please answer the questions below**. Please ensure that your answers are no longer than 250 words.

Alternatively, you can send an audio application if you prefer. If you send audio, please ensure that the answers are no longer than 2 minutes.

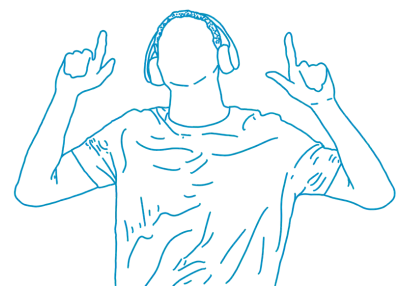
While we acknowledge that candidates might use AI to write their applications, we prefer to hear from their authentic selves.

1. Please tell us why you want to work at GMYN and work with cared leavers and how you meet the person specification.
2. How would you engage care leavers to access education, employment and training opportunities?
3. Can you describe your approach to safeguarding young people?
4. Please describe your experience in project managing a youth programme. What challenges did you face and what did you learn?
5. Please tell us how you would work in line with the GMYN Values?

Please also complete an Equality & Diversity Monitoring Form available from our website ([www.gmyn.co.uk/work-with-us](http://www.gmyn.co.uk/work-with-us)) which will be collected separate from your application and kept confidential. Please send this separately to [EDI@gmyn.co.uk](mailto:EDI@gmyn.co.uk)

**Closing date: 18th September.**

**Interviews will take place on 26th September.**





# Safer recruitment



In line with our safeguarding policy and safer recruitment practices, all shortlisted candidates will be required to complete a complete a self-disclosure form outlining any offence that may prevent them from taking the role. The successful candidate must undertake an Enhanced DBS check and references will be required before a job offer can be confirmed. Please note that having a criminal conviction is not an automatic barrier to employment at GMYN.

We are offering prospective candidates the opportunity to visit our offices or a programme to gain an insight into our work. There is no expectation for candidates to do this and visits will not have any bearing on the outcome of an application. Please contact [jobs@gmyn.co.uk](mailto:jobs@gmyn.co.uk) for more information.

Candidates who meet the person specification will be interviewed at our office in Manchester on 22nd August. We aim to make our interviews as relaxed as possible as we want to get the best from candidates. With this in mind, we send shortlisted candidates, some of the interview questions beforehand. Please let us know if you need any support in order to attend an interview.

