

Job Description	LocalMotion Programme Manager
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Salary: £37,336-£40,220 per annum (pro rata) Grade: NJC PO2 (29-32)	Line Manager: Director (Oldham)
Hours: 28 hours per week	Period of contract: 3 years with the possibility to extend.
Location: Hybrid working – work from home and at our office and in communities in Oldham	Main stakeholders: Action Together Senior Leadership Team, Managers and team members. The LocalMotion Coordination Group in Oldham, other networks in Oldham and the central LocalMotion teams and funders.

Purpose of the post:
 To be responsible for the work of LocalMotion in Oldham and ensure that local people, community organisations and institutions can collaborate to achieve their shared vision.

The shared purpose of LocalMotion is to learn how all elements of our societal structure, including funders, sectors, and citizens, can work together equitably within a geographical place to positively disrupt the normal patterns and vicious cycles that are holding communities back, to reimagine a more just future for everyone. And for the collective learning to influence change at a local and national level.

Oldham has a Local Plan and vision for this work that you can read more about [here](#). The focus of the work in Oldham is

- Tackling the root causes of poverty.
- Creating a local economy that works for everyone.
- Strengthening community pride and belonging.

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

- To provide effective and visible leadership of the LocalMotion work in Oldham, both within Oldham itself and within the wider LocalMotion movement and network.

- To ensure that Oldham's LocalMotion work is delivered in line with LocalMotion aims and values and strives for excellence in coproduction and collaborative practice.
- To actively connect with people, communities organisations and institutions in order to maximise the reach and impact of this opportunity.
- Work with the local coordination group to establish the ways of working and processes required to share power and devolve resources and leadership to drive forward the work to achieve our local vision.
- To ensure the local coordination group in Oldham is well supported, is reflective of the communities of Oldham and has the practical support it needs to carry out its functions and responsibilities.
- To ensure that the LocalMotion resources are spent in accordance with the grant agreement, the budget and that all reporting, due diligence and learning requirements are met.
- To ensure the LocalMotion work in Oldham is well documented, and we are able to share learning and impact with key stakeholders.
- To work with local partners, funders and other stakeholders to secure additional resources that will help achieve Oldham's LocalMotion vision.
- To contribute to LocalMotion learning and governance events (approximately 4-6 per year) as part of the wider network and be a representative of the work in Oldham, including delivering presentations and sharing learning and insight.
- To organise and host events and visits to further the objectives of LocalMotion.

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.

Our charitable purpose and values

The Action Together team is vital in achieving the charity's purpose: to maximise opportunities to create positive social change, promote social justice and harness social benefit; and to strengthen the voluntary, community, faith and social enterprise sector.

Action Together's values underpin all our activities. They are ways of working that we will always strive for, and we want to be held accountable to them. Our values should resonate with the perception and reality of working with, and for, us as an organisation.

Our values are to:

Believe it's possible – vision and ideas matter. We have confidence in the power of people and communities, and we 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.

Person Specification

LocalMotion Programme Manager

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

- Is a skilled and experienced facilitator and programme manager.
- Is driven by social justice and addressing the root causes of systemic issues.
- Is rooted in community and understands the VCFSE.
- Is a networker and can easily build strong, trusting relationships with people and organisations.
- Is a skilled influencer who can operate within partnerships and bring solutions.
- Is an excellent communicator and effective in producing reports and presentations to a wide variety of audiences.

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:

- Significant experience in programme or project management, including the allocation and management of programme budgets.
- Demonstrable track record of securing investment to make ideas happen, including bid-writing and other forms of raising funds or securing resources.
- Have led a partnership or group to achieve their goals together and drive forward collective ambitions.
- Experience of working with a diverse range of people who hold varying perspectives and levels of understanding
- Experience of devising ways of working that address power imbalances and foster collaboration
- Experience of working with senior public sector officers or other national/ regional contacts
- Experience of devising and facilitating a range of collaborative and/or open-space events involving citizens and professionals.
- Can demonstrate your commitment to social justice and tackling inequality.
- Able to produce high quality reports and written materials and be confident to present them to diverse audiences in both formal and informal settings.
- Analytical and interested in understanding the root causes to issues and working on solutions.
- Proficient at using Microsoft office applications (Teams, SharePoint, Outlook, Word, PowerPoint, Excel) 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 on the issues that are the focus of the work in Oldham (tackling poverty, creating an economy that works for everyone and community pride).

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.

Working with Action Together

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

- Flexible working opportunities
- Membership of SimplyHealth
- Ongoing professional development
- Cycle and tech loan schemes

For more information on the work that we do please visit www.actiontogether.org.uk

SUPPORTER

