



Job Description	Oldham Poverty Action Network Coordinator
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Salary: £35,745 - £38,223 per annum Grade: NJC PO1 (27-30)	Line Manager: Systems Change Manager, Oldham
Hours: 36 hours per week	Period of contract: 3 years with the possibility to extend.
Location: Hybrid working – Working at our office and in communities in Oldham, and working from home.	Main stakeholders: Oldham Poverty Action Network Members, which includes people with Lived Experience of Poverty, Local Motion Programme Manager, VCFSE sector groups and organisations and public sector colleagues. Action Together Senior Leadership Team, Managers and team members.

Purpose of the post:
 To be responsible for co-ordinating the work of the Oldham Poverty Action Network and leading on bringing the Network members together, leading on the co-ordination of the key projects and programmes that tackle the root causes of Poverty in Oldham, ensuring that local people, community organisations and institutions can collaborate through the Network to achieve the Network’s shared vision. You will work closely with Oldham Local Motion who is a key funder of the Oldham Poverty Action Network.

- The main things you will be asked to do in this role:**
- To provide effective coordination of the work of Oldham Poverty Action Network and it’s associated programmes of work.
 - To facilitate the Network’s meetings, creating the space for inclusive innovation through workshops and workstream meetings.
 - To work alongside Network members to plan and deliver projects and programmes to tackle the root causes of poverty in Oldham.
 - To engage stakeholders in the work of the Network and to ensure that the membership of the network is open and inclusive and reflects Oldham’s communities.

- To ensure that the work of Oldham Poverty Action Network is delivered in line with the aims and values set out by the Network and Local Motion and strives for excellence in coproduction and collaborative practice, including continuing to be driven by those with Lived Experience of Poverty.
- To actively connect with people, communities organisations and institutions in order to maximise the reach and impact of the Network.
- To ensure that the Oldham Poverty Action Network resources are spent in accordance with funding agreements, the budget and that all reporting, due diligence and learning requirements are met.
- To ensure the Network communicates its work effectively and we are able to share learning and impact with key stakeholders.

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

Oldham Poverty Action Network Co-ordinator

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, especially relating to poverty.
- Is rooted in community and understands the Voluntary, Community, Faith and Social Enterprise Sector.
- 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:

- Experience of devising and hosting a range of collaborative and/or open-space events involving citizens and professionals
- Significant experience in programme or project co-ordination, including the management of programme budgets.
- Experience of working with a diverse range of people who hold varying perspectives and levels of understanding.
- Experience of working with senior public sector officers or other national/ regional contacts
- Experience of working in or with the Voluntary, Community, Faith and Social Enterprise Sector
- Experience of devising and facilitating a range of collaborative and/or open-space events involving citizens and professionals.
- Can demonstrate a solution focused approach and know how to turn ideas into action.
- 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 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.

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

