



# 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



Strengthen  
others



Be true

**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

## Head of Programme – Spaces of Hope and Connection

|  |   |
|--|---|
| <b>Salary:</b> £45,091 to £46,142 per annum<br><b>NJC:</b> PO3 SP 34-35  | <b>Line Manager:</b> Chief Executive  |
| <b>Hours:</b> 36 per week (full time)  | <b>Period of contract:</b> Until 31 March 2030  |
| <b>Location:</b> Hybrid working – from Action Together offices, 10GM or GMCA spaces and regularly attend venues across GM. | <b>Main stakeholders:</b> Partner Local infrastructure organisations; GM=EqAI Partnership; VCFSE organisations; GMCA, NHS GM and other public service partners; Learning Partner; funder (The National Lottery Community Fund); residents; community leaders and 10GM / Action Together team members. |

### Purpose of the post:

Thanks to National Lottery players, 10GM, on behalf of Greater Manchester Live Well, will receive £16.5 million over four years from The National Lottery Community Fund, the UK's largest community funder.

GM Live Well is Greater Manchester's commitment to ensuring great everyday support is available in every neighbourhood. It represents a shift in how public services work with people and communities.

This investment in Live Well Spaces of Hope and Connection will create a network of 100+ inclusive, community-led and owned spaces across Greater Manchester where people can meet, belong and find everyday support.

Prioritising communities facing the greatest inequalities, the investment will strengthen social infrastructure and grow community action, power and wealth. Powered by the Live Well movement, VCSE organisations, public services and residents will come together to share power, change systems and shape healthier, fairer, more connected places.

The post holder will lead and oversee delivery of this large-scale, multi-partner strategic lottery programme, ensuring delivery through funded partners is aligned to the programme's mission, vision and values, while maintaining strong programme management, compliance and delivery of agreed outcomes.

Working in close partnership with the Strategic Director of 10GM, this role provides senior operational leadership—translating mission, vision and values into clear delivery plans, pace, coordination and assurance across the full programme lifecycle.

The role is responsible for driving delivery of the programme's core ambitions to:

- Grow a vibrant network of 100+ community-led Spaces of Hope and Connection across Greater Manchester, nurturing and sustaining existing community-led spaces and investing where there is inequity and gaps.
- Expand and celebrate community-led action that builds connection, resilience, equity and community wealth.
- Generate and share nationally significant learning and evidence on what enables Spaces of Hope and Connection to thrive long-term, informing and influencing local, regional and national policy and practice.
- Strengthen and grow social infrastructure that supports lasting community power, leadership and belonging across Greater Manchester.

This post keeps the programme aligned to these ambitions—embedding equity, enabling community-led spaces to flourish, and building learning and legacy beyond the funding.

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

#### **Programme Leadership**

- Hold end-to-end accountability for successful programme delivery through funded partners within a complex, multi-partner system.
- Set clear delivery direction for partners by translating strategic priorities into programme and locality plans, milestones, sequencing and shared ways of working, while enabling flexibility in how outcomes are achieved.
- Enable high-quality delivery at scale through partners, building trust, shared accountability and capability that sustains impact beyond the funding period.

- Embed the programme's equity focus throughout delivery, prioritising communities facing the greatest inequalities and strengthening social infrastructure and community power.
- Oversee a proportionate, adaptive approach to performance and impact by agreeing measures with partners, monitoring progress, supporting improvement and ensuring accountability against agreed outcomes and funder requirements.
- Support innovation and continuous improvement by enabling testing, iteration and responsive delivery, contributing to wider system change ambitions.

### **Accountability, Governance & Assurance**

- Own the programme delivery governance framework, ensuring compliance with the TNLCF grant agreement and organisational requirements, while embedding shared accountability to communities, partners and funders.
- Complete proportionate due diligence that considers delivery capability, equity, lived experience and systems-change potential, ensuring partners align to programme outcomes and community power principles.
- Establish governance and reporting approaches suited to complex programmes, balancing accountability with flexibility and enabling adaptive delivery.
- Identify, manage and escalate risks and issues through agreed governance routes, recognising and managing uncertainty inherent in systems-change delivery.
- Prepare and present clear reports and recommendations to the Strategic Director and governance groups, incorporating delivery performance, risks, delivery challenges and programme progress.
- Maintain audit readiness with high standards of documentation, version control and assurance, ensuring proportionate processes that enable community-led and innovative delivery.
- Ensure delivery decisions, approvals, delegated authorities and grant conditions are clear, consistently applied and translated into practical guidance for partners.

### **Investment, Impact & Resource Stewardship**

- Manage the operational delivery budget, including profiling, forecasting and spend oversight, aligning resources to impact, equity and systems-change priorities.
- Draft grant agreements for external delivery partners that are robust, proportionate and support community-led delivery, innovation and adaptive working while meeting funder expectations.
- Secure value for money across funded activity, recognising social value, community capacity building, prevention and long-term systems change.
- Embed proportionate impact and reporting expectations within funding arrangements, ensuring accountability while minimising burden and enabling innovation.
- Oversee resourcing to support delivery, including internal teams, commissioned support and delivery partners, ensuring capacity aligns to priorities and outcomes.

### **Partnership Enablement & System Support**

- Design and coordinate effective partnership forums, steering groups and governance to support collaborative delivery and shared ownership of outcomes.
- Oversee day-to-day partnership delivery by agreeing roles, decision-making and ways of working, maintaining pace and purpose, and enabling partners to deliver flexibly at scale.
- Share delivery insight and performance information to inform funder engagement and system leadership discussions, working closely with the Strategic Director.
- Bring together internal and external stakeholders to remove barriers, align contributions and maintain a shared focus on community-led and system-level outcomes.

### **People Leadership**

- Line manage programme and project leads responsible for individual strands of delivery.
- Set clear expectations and provide coaching, feedback and support that fosters inclusive, adaptive and collaborative leadership.
- Build delivery capability and embed best practice in programme and project management suited to complex and evolving delivery environments.

### **Monitoring, Evaluation & Learning**

- Embed robust, proportionate monitoring and evaluation across delivery activity, combining quantitative measures with qualitative insight, stories of change and community knowledge.
- Work with the Learning Partner to design learning cycles, make sense of evidence and strengthen regenerative learning that builds collective agency and wealth.
- Promote a culture of reflection, adaptation and improvement, ensuring insight leads to practical improvements and long-term system change.
- Capture, synthesise and share learning in a range of formats (e.g., reports, briefings and presentations) for different audiences.
- Oversee delivery of the programme communications plan (with communications leads and partners), ensuring learning and impact are shared accessibly and ethically.
- Ensure learning and evidence are turned into clear, high-quality outputs that inform local, regional and national policy and practice.
- Champion approaches that centre community voice and lived experience within monitoring, evaluation and learning, gathering insight ethically and making it accessible and useful.

### **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

## Head of Programme – Spaces of Hope and Connection

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:**

- Proven track record of delivering large-scale programmes through partners and/or multi-stakeholder delivery models.
- Experience of programme governance, budget, and risk management.
- Experience of working across VCSE, public sector and communities, building strong cross-sector relationships.
- Experience leading and developing multi-disciplinary delivery teams, including coaching and capability building.
- Demonstrable experience embedding equity in programme design and delivery, including targeting resources and tailoring approaches to reduce inequalities.
- Experience generating and applying learning and evidence from delivery to improve practice, demonstrate impact and contribute to wider systems change.

### **Skills & Knowledge**

- A sound knowledge of community-led action, community power, and social infrastructure.
- Able to hold ambiguity, support emergence and adapt plans while staying anchored to purpose, values and accountability.
- Able to build trust with a wide range of people; influence, navigate power and difference, and steward partnerships with clarity and shared accountability.

- Experience of monitoring, evaluation and impact reporting, including using learning to drive improvement.
- Ability to work with complexity across multiple places and partners, using systems thinking to identify barriers, opportunities and levers for change.
- Strong judgement to translate strategic priorities into clear delivery plans and performance frameworks, balancing funder compliance, assurance and risk with flexible, community-led delivery.
- Strong written and verbal communication skills, including the ability to synthesise complex delivery information into compelling learning and evidence for different audiences.

### Values & Behaviours

- Demonstrable commitment to equity, equality and inclusion, with a clear ability to embed these in delivery and leadership.
- A learning-led mindset, committed to reflective practice and sharing insight generously.

**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:**

- Formal programme or project management qualification (e.g., MSP, PRINCE2, APM), or equivalent experience.
- Experience working with local infrastructure organisations.
- Experience influencing local, regional or national policy through evidence and learning.

**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.



**Live Well** everyday support in every neighbourhood



A joint venture to support the local VCSE sector in Greater Manchester



# 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.

# 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](mailto:humanresources@actiontogether.org.uk)

The deadline for applications is 9:00am on Tuesday 05 May 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](mailto: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 13,14 or 15 May.

This will be a panel interview with a task

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