



# OCAN Project Coordinator Recruitment Information Oldham

September 2023

Thank you for your interest in the role of **OCAN Project Coordinator**. This document includes the key information about the role, the Oldham Community Advice Network (OCAN) Programme which is rolling out across Oldham and how to apply.

## **About the OCAN Programme**

Oldham Community advice Network (OCAN) is the Oldham borough wide partnership of public and voluntary organisation providing social welfare information, advice, and support. ('Social welfare' encompasses welfare benefits, money and debt, housing and homelessness, health, education, immigration and community support organisations.)

OCAN provides a web-based referral platform that connects advice and community support providers, borough wide, to enable access to better support for professionals and their service users at risk of financial crisis and the wider implications this can have.

OCAN can ensure that effective referrals between organisations and agencies meaning individuals and families experiencing, or at risk of, financial hardship and crisis receive accurate and timely advice and support.

## **Benefits for people needing advice & support:**

- Being able to access a range of advice/support from a range of service providers, meaning “no wrong door” for those accessing support.
- OCAN can help people to navigate complex systems, giving them access to the best services that meet their needs
- Being able to access a more holistic response - connecting to advice and support for a range of issues that they may have.
- Referrers can make multiple referrals to different organisations using the same information, meaning people in crisis don't have to relive or repeat their story
- If people need other help, organisations can refer them quickly, securely, and in a dignified way to others in the network. This isn't just signposting, it is a “warm handover”.
- Through the service directory there is an increased awareness of services available that can offer different types of advice, help and support and ensure people access the right support at the right time for them.

More information can be found here <https://www.actiontogether.org.uk/ocan>

<b>Job Description</b>	<b>OCAN Project Coordinator</b>
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<b>Grade:</b> NJC PO1 Scale Point 27 £33,820 (pro rata) Actual salary £14,091 per annum	<b>Line Manager:</b> Operations Manager <b>Line Management responsibilities:</b> OCAN Development Officer
<b>Hours:</b> 15 hours per week	<b>Period of contract:</b> 6 months
<b>Location:</b> Oldham Hybrid working- permanent office space available at Positive Steps, with opportunity to work from home.	<b>Secondments:</b> We are very open to secondments to this role, or an alternative way to achieve the outcomes if you have one in mind.

**Purpose of the post:**

With funding secured from the Oldham Poverty Action Network, Action Together are recruiting a part time role in Oldham as part of a test and learn phase of the Network. You will be employed by Action Together, working closely with the Social Change Network Coordinator.

**If you're passionate about making a difference, this is a great opportunity to join a team and shape a programme addressing the underlying causes of poverty and, working with communities to prevent it.**

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

Growing and evolving OCAN

- Mapping organisations providing social welfare information, advice and support, within both the public and voluntary sector.
- Managing the day-to-day functions of the OCAN Platform, ensuring organisations are working within the guidelines of the OCAN policy and procedure specification.
- Engaging and onboarding new services which provide support to those experiencing hardship and the wider impact hardship has on wellbeing.
- Advocating the benefits of the OCAN system to new services/organisations
- Make sure that the voices of those affected by hardship are heard throughout the OCAN Programme of work.
- Producing a service directory of support and promoting the wide range of services available across the borough.

Supporting partners

- Creating and strengthening relationships between partners.
- Encourage regular networking, learning, feedback and engagement events.
- Arrange, coordinate and provide training to partners to ensure services are working in a way that supports the OCAN ethos.

- Nurturing and coaching people and groups to enable them to fulfil their potential.

Contributing to wider poverty prevention efforts

- Collate relevant information to inform strategic/ funding decision making, including the cost-of living working group.
- Ensure that learning from the programme is shared with partners to develop stronger cross-sector and cross-borough relationships and developments.
- Produce regular update reports for the Oldham Poverty Action Network

**General asks of everyone that works as part of the Action Together team**

- Love our values and want to see them develop in the work you do
- Enjoy working with people and seek opportunities to develop yourself and others
- Help us to achieve our strategic aims and priorities contributing your skills and experiences to varied aspects of what Action Together does
- Contribute to make Action Together a great place to work, one that is inclusive and sees the potential in us all
- Help us when we need it to do other projects and work that is important to achieving our strategic aims
- Collect stories about your work and help us share the difference it makes
- Follow the usual rules that any employer would ask of you and adhere to Action Together’s policies and procedures including; safeguarding, health and safety; data protection; professional conduct etc.
- Be inclusive and work to combat all forms of discrimination and disadvantage, ensuring that the principles of equal opportunities and social justice are implemented in your work and to promote this to other organisations we work with.

<p><b>Person Specification</b></p>	<p><b>OCAN Project Coordinator</b></p>
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**We are looking for...**

We are looking for a project manager and facilitator, who is passionate about Oldham’s communities and committed to social justice and collaboration. We are looking for both a practical ‘doer’ and a creative people-person, who can help us push through uncertainty to deliver results.

We’re looking for people who are passionate and motivated to make a difference in communities and the lives of those affected by hardship and or crisis.

If you share these **values**, and the three Action Together values ‘Be True’, ‘Believe Its Possible’ and ‘Strengthen Others’, then it’s likely the rest can be learnt.

You may be able to demonstrate this through lived experience of hardship, or volunteering roles. You may have worked in this field before, or you might have knowledge of doing this kind of thing

through your personal life e.g. caring for family, supporting friends and neighbours.

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

- Is driven by social justice and addressing the root causes of systemic issues
- Is passionate about Oldham and its diverse communities.
- Is rooted in community and understands the Voluntary, Community, Faith, Social Enterprise.
- Is a networker and can easily build strong, trusting relationships with people and organisations
- Is passionate about coaching people and groups to fulfil their potential
- Is a skilled influencer and able to operate within partnerships and bring solutions
- Is an excellent communicator in person and effective in producing reports and presentations to a wide variety of audiences.
- Is able to push through uncertainty to deliver results
- Is non-judgemental and embraces differences.

Once you are in the role, we'll help you get to grips with the key pieces of information connected to this programme, including:

- OCAN web based platform
- Services and support available across the borough
- The causes and impacts of inequality and of strategies to promote equality, diversity and inclusion.

### **How to apply:**

If you would like to discuss this role in more detail, contact **Leanne Cliffe**, Social Change Network Coordinator at Action Together (line manager for the posts). You can email, call or message whichever you'd prefer to arrange a time to speak about it further:

[Leanne.cliffe@actiontogether.org.uk](mailto:Leanne.cliffe@actiontogether.org.uk)

07719 056 764

To apply for this role, please complete the Application Form and submit it by the deadline via the job page on the Action Together website.

The decision to appoint the successful applicant will be based on:

- The completed Application Form
- A panel interview with representatives from the Oldham Poverty Action Network (ideally in person, but online can be arranged if better).
- Two references including at least one from a past or current employer, or professional who has supported you (e.g. case worker, social worker). The other can be from people someone you know, have volunteered with, or been involved in community projects alongside.

Postal applications may also be submitted, these should be sent in advance of the deadline and clearly marked 'Confidential, job application' to:

HR Dept  
Action Together  
80 Union Street  
Oldham  
OL1 1DJ

### **About you:**

To help us monitor how effective our recruitment is, we would appreciate you completing this quick 2-min, online form: <https://forms.office.com/e/vJJm3VSm4T>  
The information is completely anonymous and not linked to your application in any way.

### Disclosure and Barring Service (DBS) check

This role will be subject to a basic DBS check, A positive Disclosure of Offences will not automatically bar an applicant from being appointed and suitable applicants will not be refused employment because of offences that are not relevant.

### Working with Action Together

The Action Together team is vital in achieving the charities 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. We want to be held to account on our values, as ways of working that we will always strive for. 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 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.

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](http://www.actiontogether.org.uk)

## SUPPORTER

