



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 opportunities
- Membership of SimplyHealth which pays a contribution towards the costs of visiting the dentist, opticians, and physiotherapy as well as access to counselling services
- Ongoing professional development
- 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

Deputy Director- Rochdale

Salary: £41,511 - £44,711	Line Manager: Rochdale Director
NJC: NJC grade PO3 32-35	
Hours: 36 per week	Period of contract: Initial 2-year fixed term, with potential to extend dependent on funding
Location: based in Rochdale with some home working	Main stakeholders: Action Together team in Rochdale, partners, funders, VCFSE members

Purpose of the post:

The Rochdale Deputy Director is a new, senior role who will ensure the Rochdale team is thriving, delivering and capturing our learning and impact. They will have wide-ranging responsibilities for the performance and development of all operational projects and programmes of work, ensuring high quality delivery of programmes in line with contract and funder requirements.

This post offers significant opportunities for innovation and the development of new areas of work, alongside development and growth of existing services. They will work closely with the Rochdale Director to identify new opportunities, develop ideas into action and ensure new projects and programmes are implemented successfully.

As well as having a strong internal focus, the role will also build relationships with our Voluntary, Community, Faith and Social Enterprise (VCFSE) members and key senior leaders in the borough. They will lead on strengthening the relationship between the system and the VCFSE sector, working to develop the infrastructure for voice and influence of the sector.

They will also regularly deputise for the Rochdale Director and provide strategic representation for the sector in key system boards and partnerships.



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

Internal team management and development:

- Line managing the management team – currently an Operations Manager and a Systems Change Manager
- Planning and leading Managers Meetings and Wider Team Meetings to support a strong and inclusive team culture

Performance and development of internal services and operations:

- Responsible for ensuring that all of our programmes of work are delivered to a high standard, to targets and within timescales
- Ensure that service / programme operational plans (including KPIs) and individual staff work plans are in place and being adhered to and delivered against.
- To ensure that a strong evidence base is maintained so that we are able to demonstrate the impact of all of our programmes of work
- Manage an over-arching, accurate and up-to-date Ops Plan and escalate risks around performance and delivery to the Rochdale Director
- Compile high quality quarterly monitoring reports on our contracts as well as supporting the wider team to produce additional monitoring reporting as required on different projects
- Ensuring we are meeting our contractual social value requirements

New business development:

- To write proposals and bids to secure resources in line with our strategic plan and charitable purpose
- To lead on the implementation of new pieces of work, ensuring they are effectively managed from then on

Rochdale Communities Fund:

- To lead on the impact and learning of the Rochdale Communities Fund, strengthening our approach to learning, monitoring and impact measurement to influence change with funders, within our own services and the wider system
- To write high quality reports on the impact of individual funds and of the Rochdale Communities Fund as a whole

Strengthening the relationship between the sector and the system:

- To lead on strengthening the relationship between the public sector and the VCFSE sector, ensuring VCFSE leaders are able to grow their voice and influence within the borough



- Develop the VCFSE Commissioned Services Leadership Group to ensure Action Together has a strong relationship with the leaders of larger organisations in the borough
- Work with sector leaders to develop a VCFSE representation model, ensuring that the right leaders are in key spaces and have the knowledge, skills and systems in place to represent the wider sector
- Lead on the implementation of the GM VCSE Accord and other key agreements such as the Fair Funding Protocol, aiming to shift local practices around strategy, commissioning and decision making

Deputising for Rochdale Director

- Act as a representative of the VCFSE sector on key strategic boards and partnerships
- Deputise for other responsibilities of the Rochdale Director as required

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.

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Person Specification

Deputy Director- Rochdale

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

- Has excellent programme management skills and experience
- Is committed to the development and quality of existing services
- Is excited to explore opportunities for innovation and development of new areas of work.
- Is a skilled and experienced line manager
- Is passionate about the VCFSE sector and about addressing the root causes of systemic issues
- Has experience managing contracts, budgets and demonstrating impact and social value
- 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:

- Have significant experience of working with Voluntary, Community Faith and Social Enterprise (VCFSE) groups/organisations, building effective relationships between the VCFSE, and with the VCFSE and public-sector system partners.



- Have experience within or working closely with a VCFSE support and development organisation to deliver infrastructure services - volunteering, development, partnerships and investment.
- Experience of planning, developing, delivering, and evaluating complex programme/service(s) to achieve social outcomes
- Experience of successful day-to-day operational management of projects, services and teams including managing quality and performance.
- Experienced line manager capable of supporting and leading a team, with understanding of how to manage managers as well as individual contributors
- Have represented your organisation(s) at a senior strategic level, including preparing presentations, reports and influencing change in formal settings.
- Understand and can create solutions that enhance community power and distributive leadership.
- Demonstrable commitment to social justice and equity with the ability to ensure this is delivered in action.
- Have excellent interpersonal and communication skills and have experience of developing professional relationships with a diverse range of people.
- Be able to present complex information verbally and in writing to a wide range of audiences in a way that promotes engagement and participation.
- Experienced at managing contracts including reporting impact to commissioners/funders
- Competent at using Microsoft office applications (Outlook, Word, Excel, Teams, Sharepoint etc 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:

- Coaching experience with the ability to support others to excel
- Knowledge of the diverse communities across Rochdale borough, their strengths, challenges, and context
- Evidence of leading the preparation and writing of successful large funding bids and/or contract tender opportunities.
- Experience of managing VCFSE investment and grant schemes.
- Knowledge and experience of facilitation tools and techniques.

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.

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:

- e.g. In running a home, you can demonstrate a range of organising skills, and budget management.
- Being active in a local club or community group may have given you opportunities to learn skills such as teamwork, and communication

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, using the guidance above, and submit your completed application via email to: humanresources@actiontogether.org.uk

The deadline for applications is 09:00am on 30 January 2025

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 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 the first stage of the interview stage on 13 February 2025. The top scoring candidates from the first stage will be invited to a second stage interview on 24 February 2025.



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

