



February 2022

Dear Applicant,

**RE: Senior Development Worker**

Thank you for your interest in this role which is funded by the National Lottery Community Fund and the Tudor Trust.

In this Application Pack you will find:

- An introduction to CLASS, Community Savers and Miles Platting Community and Age-Friendly Network
- A Role Profile (including job description and person specification)
- Guidance notes for filling in the application form

Please note that the application form is a separate file that requires downloading or can also be requested by emailing [recruitment@class-uk.com](mailto:recruitment@class-uk.com). The application form contains an Equal Opportunities monitoring form which is optional to complete and will be removed from your application before shortlisting.

The deadline for submission of completed applications is **Friday 4<sup>th</sup> March at 5pm**.

Please return completed applications to: [recruitment@class-uk.com](mailto:recruitment@class-uk.com).

If you have not heard from us within four weeks of the closing date for applications, please assume that on this occasion your application has not been successful.

Please note that as a small charity we do not have the capacity for individual feedback on applications or informal discussions with candidates in advance of job applications. If you have specific questions about the application process itself, please direct these to [recruitment@class-uk.com](mailto:recruitment@class-uk.com) and we will endeavour to respond within 3 working days.

Interviews will take place in Manchester on **Thursday 24 March** or **Friday 25 March**.

Yours faithfully,

Sophie King  
Director, Community Led Action and Savings Support



## CLASS and the Community Savers network: An introduction

Community Savers is a network of women-led savings groups which bring communities together to share ideas, experiences and strategies for reducing poverty in their neighbourhoods, towns and cities. Community Savers leaders have been learning from the approaches of a women-led movement called Shack/Slum Dwellers International since 2016.

Each of the member groups in the network is its own independent organisation with committee members who form the network leadership. Community Savers leaders work in alliance with CLASS but the groups and network leaders plan and make decisions independently of CLASS and other supporters and partners.

**Savings:** Savings is about trust and creates a glue that keeps people coming together. When a savings scheme begins, it is usually among an informally connected group of women who already know each other and want to try it out, or an existing group interested in new ideas. They begin holding weekly savings meetings. By saving small amounts together at the same time they build trust and financial resilience but also mutual aid and confidence. When women meet, they share problems which promotes health and wellbeing. If anyone is missing, the group gets in touch to make sure they are okay. Over time, members recognise that many women have the same problems and some of these are linked to gaps in services or community assets. Members also share ideas for positive action and making money work for them collectively. Examples from existing groups include markets, food cooperatives, co-financing community space renovations, trips away for families or children, and fundraising or consultation events.

**Women-led:** Savings is open to anyone, but the approach appeals the most to women who are often the ones managing household finances and the ones involved in community action. These ideas first began circulating in Greater Manchester after a series of exchanges between South African and Kenyan SDI activists whose membership is 85% women.

Savings-based organising is about ensuring that low-income women - who are often the most active at a community level but have limited influence over local decision-making - are able to come together to advance their own interests and those of their households and wider community. In some savings movements, members also believe that women are more reliable when handling money!

**Learning exchanges and collective voice:** Savings groups work together to think about what is available and what is missing in their area with regard for a diversity of women and families. They look for what is already there and seek to work with and

build on those strengths, and to network initiatives together for a stronger local and united voice.

Savings groups also build up an awareness about common experiences and challenges between people living in low-income areas through learning exchanges with groups in their own and other similar neighbourhoods. New savings groups also emerge after learning exchanges with existing savings groups. Savings-based organising is strongly rooted in communities teaching and learning from each other based on their own experiences.

Savings groups continue to network with each other, eventually neighbourhood-wide and city-wide networks of groups emerge, and groups begin to form alliances with key agencies and professionals who can work with them to advance their interests. Capacity emerges for resident-led (and particularly women-led) neighbourhood planning and developments which have local ownership and work well for low-income women and families. These developments contribute to poverty reduction.

## **The Role of CLASS**

CLASS is a small charity with an annual turnover of approximately £150,000 and we will have a team of three staff members by April 2022. We are currently seeking to expand our volunteer and student placement opportunities. CLASS is governed by a board of seven trustees including two representatives from the Community Savers leadership and the Director of SDI Kenya.

Based on the SDI model, professional support agencies like CLASS perform five key roles. We recently reviewed and confirmed these as holding true for the processes underway within the Community Savers-CLASS alliance. These are:

1. Raising money
2. Partnerships: Building relationships that open constructive partnerships for communities and acting as translator between formal/professional and informal/community perspectives and ways of working
3. Documenting and communicating learning and achievements: creating space for groups to learn from what they are doing and build on it; capturing learning by documenting and writing about it; supporting groups to write and speak about it; attracting new audiences; creating platforms for amplifying community voice and demonstrating the value of community-led and co-productive approaches.
4. Technical assistance: listening to community needs and then providing technical assistance or identifying and bringing in technical assistance.
5. Strategic facilitation: working with groups and the network leadership to create space for reflection and learning, and for strategizing on how to advance the priorities of their communities and the network.

For further information about our alliance and activities try the 'News' and 'Watch' sections of our website: [www.communitysavers.net](http://www.communitysavers.net).

## **Miles Platting Community and Age Friendly Network - MP-CAN!**

MP-CAN is an action-focused network of residents and community groups who are passionate about Miles Platting past, present and future.

The overarching aim of the network is ‘to make Miles Platting and the surrounding area an even better place to live, age, and bring up children’.

Miles Platting Community Network formed in 2019, following discussions among local community groups about how residents did not fully understand local developments that were taking place across the neighbourhood and were anxious about what might happen next.

Local groups, including the Age Friendly Partnership Board, were also discussing the challenges of information sharing and collective working across different groups and different sections of the community, and expressed a desire to think collectively about positive initiatives that they could develop in the area.

A meeting was held in September 2019 to establish whether there was interest in forming a community network where representatives from different community groups in the area could come together, share ideas, and make collective plans. There was significant interest, and Miles Platting Community Network was formed.

Members spent the next 18 months consulting local residents about priorities and developing a vision and action plan (organising around the pandemic and on Zoom).

Then, in July 2021, MPCN merged with the Age Friendly Neighbourhoods Board, becoming: Miles Platting Community and Age Friendly Network: MP-CAN!

The MP-CAN vision for their neighbourhood includes:

- A new social club: where the community can meet and socialise and bring together diverse groups across the area
- Access to housing for future generations: with an emphasis on increasing the availability of housing for social rent; and ensuring housing is age-friendly and family-friendly including opportunities to downsize and upsize
- A climate-friendly neighbourhood: with an emphasis on protecting and improving green spaces, creating ‘high-quality’ green spaces which provide habitats for wildlife
- Community-building: Activities taking place that build trust and positive social relations between different social groups across the whole neighbourhood and which ensure Miles Platting remains an age-friendly neighbourhood
- Inclusion in decision-making: promoting good communication about local developments, transparently managed development processes, and meaningful influence for residents over decisions about their neighbourhood.



## Role Profile

<b>Job Title:</b>	Senior Development Worker
<b>Salary:</b>	£27,741 - £29,577
<b>Working commitment:</b>	Full-time
<b>Contract:</b>	Fixed term for 2 years
<b>Location:</b>	Working from home or in community settings in Greater Manchester
<b>Reporting to:</b>	CLASS Director
<b>Line management duty:</b>	None

**Purpose of role:** To support Miles Platting Community and Age-Friendly Network to realise their collective aims and community-led vision for their local area; and to support the deepening and broadening of the Community Savers network, working in alliance with the Community Savers leadership and reporting to the CLASS Director.

## Duties and Responsibilities

### **Community development and coordination support to Miles Platting Community and Age Friendly Network (MP-CAN):**

- To support leaders to strategize around the aims and priorities of the MP-CAN neighbourhood vision and action plan including:
  - (i) the protection and improvement of green spaces
  - (ii) a new social club for the neighbourhood
- To co-plan and co-facilitate monthly MP-CAN meetings and meetings of the Climate Action and Social Club working groups including taking minutes or arranging for volunteer administrative support.
- To fundraise for the realisation of these network aims and for the future sustainability of MP-CAN, in partnership with members and in consultation with the CLASS Director.

- To work closely with other members of the CLASS team, and in partnership with MP-CAN leaders, to ensure the effective monitoring and evaluation of MP-CAN's activities, outcomes and impacts, including timely reporting and effective communications about learning, outcomes and impact.
- To identify other neighbourhood networks and relevant projects for MP-CAN leaders to visit/host for learning exchanges and strategic development.
- To develop effective relationships with existing and potential network partners including statutory and non-statutory agencies and individuals who can support the network to achieve its aims, and technical professionals such as web-designers, ecologists, or architects and urban planners.
- To work with 'age-friendly' member groups to ensure they are able to plan for and secure small grants funding for their age-friendly activities.
- To work with MP-CAN member groups and leaders to:
  - strengthen their governance and fundraising capacity and help them identify and realise their aims and ideas;
  - strengthen their community engagement capacity enabling them to expand their membership;
  - identify skills gaps and co-design an annual skills-based training programme for the network and its member groups;
  - identify digital inclusion needs across the network and put plans in place to address these needs.

### **Development of the Community Savers network**

- To work closely with the CLASS Director to support reflection, learning exchange and effective documentation and communications across the Community Savers network.
- To take a lead on networking and building relationships with community groups, networks and both statutory and non-statutory agencies across North Manchester, opening up opportunities for learning exchanges with Community Savers groups and for expansion of the Community Savers network.
- To work closely with Community Savers leaders and the CLASS Director to support community groups in new areas to learn about the Community Savers approach and to set up new savings groups.
- To coordinate and provide administrative support for peer mentoring of new savings groups by existing groups.

## General duties

- Responsibility for managing financial resources relating to allocated areas of work in line with CLASS financial systems and procedures and project budgets, including for petty cash, expense claims, and equipment.
- Participation in CLASS and Community Savers network meetings including sharing responsibility for minute-taking across the staff and volunteer team.
- Participation in regular supervision meetings with the CLASS Director and pro-active management of working hours, leave and benefits.
- Adherence to the CLASS code of conduct and all aspects of the CLASS Policy Framework.
- Other duties as required by the CLASS Director.

## Person Specification

<b>EXPERIENCE</b>	<b>Assessment</b>
<b><i>Essential</i></b>	
Experience of working with community groups and residents to identify and action-plan around priorities for their local area	Application form Interview
Experience of translating resident-/community-led ideas and visions into practical projects that deliver improvement	Application form
Experience of networking with statutory and non-statutory organisations and agencies to create opportunities for new relationships and partnerships for community groups	Application form Interview
Experience of non-directive facilitation of resident-led community meetings, projects and partnerships	Interview
Experience of skills-development and confidence building with digitally excluded, or otherwise disadvantaged social groups	Application form
Experience of conflict mediation and resolution among resident-led community groups and networks	Interview
Experience of either designing or implementing effective monitoring and evaluation systems for charitable projects	Interview
Experience of fundraising and preparing reports for charitable trusts and foundations.	Application form
<b><i>Desirable</i></b>	
Experience of developing new associational structures or networking community groups together within the North Manchester area.	Interview

Experience of writing features for digital and social media channels, or of using social media to share learning and celebrate community achievements	Application form Interview
Experience of facilitating action-research and/or community consultation processes	Interview

<b>EDUCATION/QUALIFICATIONS</b>	<b>Assessment</b>
<b><i>Essential</i></b>	
Educated to undergraduate degree level or significant years of experience of community development or community organising	Application form

<b>SKILLS AND ABILITIES</b>	<b>Assessment</b>
<b><i>Essential</i></b>	
Ability to manage own workload effectively amidst conflicting priorities and time pressure	Application form
Ability to explain complex information in simple terms for a non-technical audience.	Interview
Excellent information and communication technology skills	Application form Interview
Excellent active listening and interpersonal skills	Interview
Ability to work occasional evenings and weekends	Application form
<b><i>Desirable</i></b>	
Ability to work from home	Application form
Experience of uploading and editing content on <i>WordPress</i>	Application form

<b>KNOWLEDGE</b>	<b>Assessment</b>
<b><i>Essential</i></b>	
An excellent working knowledge of the context for community working in neighbourhoods where people have experienced long-term economic, social, and political exclusion.	Application Form Interview
An understanding of, and commitment to high standards of confidentiality and data protection.	Application form

A commitment to and understanding of equality, diversity and inclusion.	Interview
<b><i>Desirable</i></b>	
A good working knowledge of current Manchester City Council and GMCA policy developments and agendas of relevance for communities in North Manchester (or more general working knowledge if no direct experience of Manchester).	Application form

<b>PERSONAL QUALITIES</b>	<b>Assessment</b>
<b><i>Essential</i></b>	
Passionate about social justice and championing community expertise.	Interview
A compassionate and non-judgemental approach to working with others	Interview
Strengths- and solutions-oriented, with considerable drive, energy and determination to succeed in partnership with others	Interview

## Guidance Notes

Please read through the following notes before completing the application form.

It is important to read the job description and person specification carefully before filling in the application form. A panel will shortlist candidates by comparing the information each candidate gives in their application form to the points listed for assessment by application form in the person specification. Those short-listed for interview will be the candidates who best demonstrate that they meet the points listed in the person specification section of the Role Profile.

### **Experience, Skills/Abilities and Personal Qualities**

These are the most important parts of the application form, and it is essential that you complete this as fully as possible. We cannot assume any skills, experience, skills or qualities that you have and therefore you need to explain how your experience, skills and personal qualities match the points in the Person Specification.

Try to give specific examples so that those shortlisting have evidence as to how you meet the Person Specification. For example, do not simply say: "I can take initiative" "I have good communication skills". Give an example of when you have done this, how you did it, what you achieved and how your past experience will help you in the post you are applying for. Try to show that you have thought carefully about how the specification applies to you, and your abilities.

Do include details of relevant skills and experience you have gained outside formal work, or in other countries, and through training.

Pay attention to maximum word lengths and note also that the question boxes are not fixed: you can expand the question boxes as you type and extend them into the next page of the form where necessary.

### **Employment and Volunteering**

Please give brief details (dates, job title if appropriate, main duties) of any work experience (paid or unpaid). Do also refer to your work experience (paid or unpaid) in the remaining sections of the application form. Please list these with your current/most recent post first and continue to list in reverse chronological order.

Do not send a CV - please fill the form in.

### **Education and Training**

Please give brief details of your Education and Training listing courses/qualifications in reverse chronological order with the most recent first.