



## Community Action Lead – Community Savers/CLASS

### APPLICATION PACK

|                    |                                                                                |
|--------------------|--------------------------------------------------------------------------------|
| <b>Job Title:</b>  | <b>Community Action Lead (Manchester)</b>                                      |
| <b>Salary:</b>     | £21,600 actual (pro rata for a £36,000 full-time salary)                       |
| <b>Hours:</b>      | 0.6% FTE                                                                       |
| <b>Contract:</b>   | Fixed term for 3 years                                                         |
| <b>Location:</b>   | Manchester                                                                     |
| <b>Base:</b>       | Working from home or in community venues with some UK travel                   |
| <b>Deadline:</b>   | <b><u>5pm, Friday 25th September</u></b>                                       |
| <b>Interviews:</b> | <b><u>Interviews will take place on 8th and 9th October in Manchester.</u></b> |

CLASS is an equal opportunities employer, and we welcome applications from all suitably qualified persons. As part of an alliance focused on amplifying the voices and experiences of women experiencing intersecting inequalities, we particularly encourage applications from global majority women; women who identify as being from a working class background; and women with disabilities or who identify as atypical.

**Please pay careful attention to the ‘how to apply’ section below.**

### About the role

The successful candidate will work with the [Community Savers](#) Leadership and key partners on the strategic development of community action, projects, and partnerships focused on reducing health and intersecting inequalities. This will include networking and building relationships with potential statutory and non-statutory partners; direct support for community action such as community-led research projects and partnerships; community mapping, visioning and action planning; supporting reflection and evaluation; and sharing learning widely (including through engagement with the Community Savers network in Greater Manchester and Middlesbrough). You will also supervise the coordination support provided to affiliated groups and leaders by the Community Action Coordinator ensuring a community-led process underpins leadership and associational development.

## About you

- You are passionate about social justice and championing community expertise.
- You can maintain a positive ‘can do’ attitude while negotiating complex and potentially obstructive political or relational dynamics.
- You are good at building trusting relationships with a diversity of people while also maintaining boundaries and being mindful of your own levels of resilience.
- You can demonstrate a deep understanding of the context for community-led working in neighbourhoods that have experienced long-term and intersecting inequalities.

## About CLASS and Community Savers

Community-Led Action and Savings Support (CLASS) is a charitable support agency led by the priorities of Community Savers: a network of women-led neighbourhood associations based in areas experiencing high levels of inequality. CLASS and Community Savers work in alliance to bring low-income people together through local savings clubs that build financial resilience, but also, relationships, wellbeing, collective voice, and community-led solutions to gaps in services, housing, and social infrastructure.

Our shared **mission** is to bring people together to drive social change and reduce inequalities through practical, community-led solutions.

Our shared **vision** is that inclusive, organised communities have the wellbeing and collective power to shape their own neighbourhoods and cities.

**CLASS** was established by Community Savers leaders in 2019, together with academics from the University of Manchester and the University of Sheffield, to act as a tailored and co-governed support agency for the Community Savers network. The Community Savers-CLASS alliance is inspired by Shack/Slum Dwellers International, a movement of low-income women based across the Global South ([www.sdinet.org](http://www.sdinet.org)).

Groups affiliated with **Community Savers** run community-based savings clubs which act as a glue for bringing people together to talk about issues facing their local community. Over time, groups reach out to other people and projects in their area, building trust and a collective vision. Then, neighbourhood networks and partnerships form around that vision.

CLASS values wellbeing, family life, and work-life balance. We offer attractive terms & conditions relating to flexitime, annual leave, and a NEST Pension scheme with 10% employer contribution.

## How to apply

Please email the following documents to [recruitment@class-uk.com](mailto:recruitment@class-uk.com) by 5pm on Friday **25<sup>th</sup> September** paying careful attention to the further guidance set out below:

- (i) a Personal Statement of no more than 5 sides of A4 size 12 font.
- (ii) a CV of no more than 2 sides of A4 size 12 font.

**Further guidance:**

- Your Personal Statement should set out how your experience, skills, knowledge and personal qualities make you a good candidate for this role, structured around the criteria outlined in the Person Specification for this role (on p.6 of this application pack).
- Your CV should include a chronological history of your relevant work experience (paid or voluntary) with dates clearly showing the duration of any positions you have held. It should also include a chronological history of relevant education, training, and qualifications.
- **We are more interested in candidates with relevant experience and skills than formal qualifications.**

## What will the working arrangements be?

***CLASS is a women-led charity that values family life and wellbeing:***

- We have a hybrid working arrangement. Our staff either work from home or in community venues and co-working spaces. We do not have our own offices.
- We operate a flexitime policy between 8am-8pm Monday to Friday (although working hours are expected to be completed within the usual working hours of 9am-5pm wherever possible).
- We have a generous allocation of 28 days annual leave (pro rata for part-time staff) in addition to public holidays, recognising that many working age adults have children with school holidays.
- We operate a NEST Pension scheme with 10% employer contribution.

## Links to further information

- Community Savers and CLASS: [www.communitysavers.net](http://www.communitysavers.net)
- Links to neighbourhood networks we support in Manchester
  - Miles Platting Community & Age-friendly Network [www.mpcan.org.uk](http://www.mpcan.org.uk)
  - Wythenshawe Central Network: [www.wythenshawecentral.org.uk](http://www.wythenshawecentral.org.uk)
- Links to associated campaigns and coalitions
  - Social Homes for Manchester: [www.socialhomes4mcr.org.uk](http://www.socialhomes4mcr.org.uk)
  - A Women's Manifesto for Just Neighbourhoods: [www.wherewomenlive.org](http://www.wherewomenlive.org)

## ROLE PROFILE

|                         |                                                          |
|-------------------------|----------------------------------------------------------|
| <b>Job Title:</b>       | <b>Community Action Lead (Manchester)</b>                |
| <b>Salary:</b>          | £21,600 actual (pro rata for a £36,000 full-time salary) |
| <b>Hours:</b>           | 0.6% FTE                                                 |
| <b>Contract:</b>        | Fixed term                                               |
| <b>Location:</b>        | Manchester                                               |
| <b>Reporting to:</b>    | Chief Executive Officer                                  |
| <b>Line management:</b> | Community Action Coordinator (Manchester)                |

**Role summary:** You will work with the Community Savers Leadership and key partners on the strategic development of community action, projects, and partnerships focused on reducing health and intersecting inequalities. This will include networking and building relationships with potential statutory and non-statutory partners; direct support for community action such as community-led research projects and partnerships; community mapping, visioning and action planning; supporting reflection and evaluation; and sharing learning widely. You will also supervise the coordination support provided to affiliated groups and leaders by the Community Action Coordinator ensuring a community-led process underpins leadership and associational development.

### Duties and Responsibilities

#### Leadership and associational development

- Build positive working relationships with leaders of affiliated groups and networks generating the trust required for effective collaboration.
- Supervise the coordination support provided to affiliated groups and leaders by the Community Action Coordinator ensuring a community-led process to leadership and associational development.
- Support positive relationship building between leaders within neighbourhoods and across neighbourhoods in Manchester.

#### Networking communities for a stronger voice and influence

- Support leaders to form new or strengthen existing neighbourhood networks and forums like Miles Platting Community and Age-friendly Network and Wythenshawe Central Network.
- Support leaders to strategize around priority local issues including through community-led research, mapping, visioning and action planning.
- 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, including technical professionals such as architects, ecologists, and urban planners.

- Support experienced leaders to mentor leaders in other areas where new networks or forums are becoming established.

### **Coalition building**

- Support leaders to form positive working relations and identify common priorities across neighbourhood borders and coalesce around common agendas for change.
- Work closely with the CEO and systems change leads (e.g. housing justice) to link leaders and associations up with wider coalitions for change and policy influence.

### **Fundraising, evaluation, learning, and communications**

- Ensure the effective monitoring and evaluation of neighbourhood activities, outcomes and impacts, including timely reporting and effective communications about learning, outcomes and impact.
- Work with leaders to cocreate funding bids to support their ambitions and with the CEO and DOO on effective fundraising, relationship management, and reporting.

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

- Work closely with the Community Savers Leadership and CLASS team to support reflection, learning, progress review, and effective documentation and communications across the Community Savers network.
- Lead on networking and building relationships with community groups, networks and statutory and non-statutory agencies across Manchester, creating new opportunities for learning exchanges and new relationships and partnerships.
- Work closely with Community Savers leaders and the Community Action Coordinator to support community groups in new areas to learn about the Community Savers approach and to set up new savings groups.
- Coordinate and support peer mentoring of new savings groups by existing groups.
- Work with the Leadership Team where conflict arises to deescalate tensions and mediate towards mutually agreed resolutions

### **General duties and line management**

- Line management of the Community Action Coordinator (Manchester) including monthly supervision meetings and annual appraisals in line with the CLASS Policy Framework.
- Assist with coordination and documentation of Community Savers and CLASS meetings and events together with other staff.
- Proactive management of workload and working hours (supported by monthly line management supervision meetings).
- Adherence to the CLASS code of conduct and the CLASS Policy Framework.
- Other duties as required by the CEO.

## Person Specification

| <i>Essential (E) or Desirable (D) criteria</i>                                                                                                                                                                        |   |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|
| <b>Experience</b>                                                                                                                                                                                                     |   |
| Experience of working with community groups and residents in neighbourhoods where people have experienced long-term and intersecting inequalities to identify and action-plan around priorities for their local area. | E |
| Experience of translating resident- and community-led ideas and visions into practical projects that deliver improved outcomes.                                                                                       | E |
| Experience of facilitating action research or community-led data gathering and/or mapping processes.                                                                                                                  | E |
| Experience of networking with statutory and non-statutory organisations and agencies to create opportunities for new relationships and partnerships for community groups.                                             | E |
| Experience of conflict mediation and resolution with community groups and leaders.                                                                                                                                    | D |
| Experience of writing blogs and/or of using a variety of social media for influencing key audiences as well as sharing impact and learning.                                                                           | E |
| Experience of fundraising and preparing reports for charitable trusts and foundations.                                                                                                                                | D |
| <b>Skills and abilities</b>                                                                                                                                                                                           |   |
| Ability to explain complex information in simple terms for a non-technical audience.                                                                                                                                  | E |
| Ability to manage own workload effectively amidst conflicting priorities and time pressure.                                                                                                                           | E |
| Excellent information and communication technology skills.                                                                                                                                                            | E |
| Excellent active listening and relationship building skills.                                                                                                                                                          | E |
| Ability to work occasional evenings and weekends.                                                                                                                                                                     | E |
| Ability to work from home.                                                                                                                                                                                            | D |
| <b>Knowledge</b>                                                                                                                                                                                                      |   |
| A deep understanding of the context for community work in neighbourhoods experiencing long term disadvantage and intersecting inequalities.                                                                           | E |
| Good working knowledge of appropriate safeguarding policy and procedure.                                                                                                                                              | D |
| <b>Qualities and values</b>                                                                                                                                                                                           |   |
| Passionate about social justice and championing community expertise.                                                                                                                                                  | E |
| A compassionate and non-judgemental approach to working with others.                                                                                                                                                  | E |
| Ability to maintain a positive 'can do' attitude while negotiating complex and potentially obstructive political or relational dynamics.                                                                              | E |