



Be the difference - help change young lives and work for the 'North West Charity of the Year' Partnership Manager



Harpurhey, Manchester



24 hours per week



£26,500 pro rata

We're looking for a community focused individual with excellent communication skills to help us provide the best quality experience for the young people of North Manchester.

This is a 9-month maternity cover with a possibility of extension to 12 months (funding dependent) starting Monday 19th July. You'll report to our Senior Grants and Contract Manager, and you'll be working with Young Manchester as well as several delivery partners in the North Manchester.

As our **Partnership Manager**, you'll work in our busy **Manchester Youth Zone**...

The Manchester Youth Zone first opened to young people in 2012 as an independent charity. Being located in the heart of North Manchester in Harpurhey enables us to reach those young people who need **"Somewhere to go, something to do and someone to talk"**.

We work with young people aged 6-19 and up to 25 for those with additional needs, offering provision during the day for targeted young people and each evening for universal provision.

The Manchester Youth Zone has an excellent reputation in a number of areas including safeguarding, working with young people who are "at risk" of criminal exploitation, mentoring and employment skills. We have invested strongly in partnership working, becoming a community asset responding to the needs of young people and the local community of North Manchester.

We work with a number of youth organisations in North Manchester to develop and strengthen youth services, community and families in the area. As the largest single youth provider in North Manchester MYZ accepts its leadership responsibility for the sector in growing youth provision across the North in terms of quality and reach.

We have a contract from Young Manchester to manage youth work through a network of providers across North Manchester. This is one of many partnership contracts where the Manchester Youth Zone works with other youth providers to extend both provision and reach based upon what young people tell us and a strategic needs analysis of North Manchester.

The Manchester Youth Zone is the accountable body for the funding. The Partnership Manager has a strong relationship with local providers to deliver a network of high-quality youth, community and family provision. You will be responsible for engaging with North Manchester Network and city-wide providers.

If you're passionate about providing an exceptional service to young people, we'd love to hear from you!

STUFF
WE'LL
TRUST
YOU WITH

YOUR RESPONSIBILITIES

- Manage and develop key relationships with local providers and community organisations thereby co-ordinate the North Manchester Network.
- Produce reports for funders.
- Co-ordinate bimonthly steering group meetings for North Manchester Network and co-ordinate partnership project meetings.
- Identify emerging trends in local need and help partners co-ordinate a joined-up response and inform further funding bids.
- Support delivery of high-quality youth work at other venues (our partner organisations).
- Ensure partners maintain high standards, adhere to due diligence, keep up with government guidance, current policies and practice.
- Assess, monitor and help develop quality provision for North Manchester.
- Draw up and monitor Partnership Agreements.
- Collate monitoring from partner organisations, ensuring they monitor their provision and accurately record their outcomes.
- Manage partner payments and invoicing.
- Report on gaps and opportunities, use this learning to recommend change and development.
- Identify and promote opportunities to providers, help enable multi partnership working.
- Manage a database of providers and keep accurate records of engagement using Salesforce or similar database.
- Carry out any other duties as may be reasonably determined by your line manager.
- Participate in meetings and assist with events planning, delivery and coordination.
- Be the link between the partners and the Manchester Youth Zone.
- Work with local businesses to ascertain potential opportunities for partners.
- Support the partners in their monitoring, recording and evaluation.
- Promote a positive image of The Manchester Youth Zone through professional operation and conduct with all our stakeholders and the general public.
- Adhere to The Manchester Youth Zone policies at all times with particular reference to Health and Safety, Equal Opportunities, Safeguarding and Data Protection.

This is a part time position, 24 hours a week worked flexibly in line with the needs of the Youth Zone, the partners and key activities. This will involve working unsocial hours in evenings and at weekends for meetings and events as well as to maintain a good understanding of the Youth Zone and partner operations.

YOUR SKILLS & ATTRIBUTES

So, what does it take to succeed in this role? We're looking for someone who genuinely wants to make a positive difference in the lives of our young people and local community. The right candidate will be highly organised with a strong Project Management background and good IT and networking skills. The Partnership Manager must have experience of budgetary responsibility, using databases and have the ability to effectively manage multiple priorities.

QUALIFICATIONS

- Degree level or above qualification, or equivalent demonstrable experience. [Info here](#)

EXPERIENCE OF

- A minimum of 3 years' experience in a Project Management position, ideally within or working with voluntary sector organisations.
- Ability to manage a budget is a must.
- Experience of contract management is also needed.
- Highly IT literate with experience of using MS Office and Database programmes to store, retrieve and analyse information.
- Maintaining confidentiality when dealing with sensitive information.
- Numerate with experience of producing statistical and narrative reports.

STUFF
YOU TELL
PEOPLE
ABOUT

KNOWLEDGE & SKILLS

- Ability to work on own initiative and as part of our great team.
- Good people skills with an engaging and positive approach.
- Excellent communicator, both written and verbal.
- Excellent prioritisation and time management skills.
- Ability to learn and understand the needs of young people and community in the North of Manchester, and development of appropriate services.
- Knowledge and understanding of the needs of voluntary sector organisations in Manchester.
- Understanding of youth provision in the voluntary sector in Manchester.
- Good understanding of data protection and safeguarding best practice and how these relate to the staff, volunteers and members of The Manchester Youth Zone and partner organisations.
- Able to travel independently.
- Willingness to work evenings/weekends as and when required.

THE OTHER STUFF

- Organised and efficient with excellent attention to detail
- Calm under pressure.
- Commitment to personal and professional development - we love ambition!
- Interested in the developing the voluntary youth sector and community in the North of Manchester.

BENEFITS & GOOD STUFF



ONSITE GYM

For gym bunnies or fitness fanatics



PAID R&R

25 days paid holiday (pro rata) plus flexible statutory holidays



PENSION

5% employer contribution after your first 6 months, but you pay 5% too...



LIFE INSURANCE

We got you covered, fingers crossed you don't need it!



INCOME PROTECTION

In case you're under the weather



POOL TABLE & TABLE FOOTBALL

Practice your sharking skills

In accordance with our Recruitment and Selection Policy, we are not able to accept applications from current or former members, Young Leaders or regular service users for safeguarding reasons, for a period of at least one year since they last attended the Manchester Youth Zone in this capacity.

All internal applicants will be guaranteed an interview, though will be assessed to the same criteria as external applicants and so are encouraged to submit a full and thorough application.

In accordance with our Safeguarding procedures, this position requires an enhanced DBS check.

The Manchester Youth Zone is an equal opportunities employer and welcomes applications from all sections of the community.

**THE
BORING
(but important!)
STUFF**

Application Information

Deadline	31 st of May 2021 at 12 noon
Interviews	Week beginning 7 th of June 2021
Apply:	Download the Application Form from www.manchesteryz.org/get-involved/vacancies/job-application/ We will not consider any application which is not submitted on this form.
Equal Opportunities:	We would be grateful if you would complete this form which will be processed anonymously: https://forms.gle/mAod3JooP5qd7JQ46v
More info	Please contact Tracy Sparkes on tracy.sparkes@manchesteryz.org 0161 203 5333 www.manchesteryz.org