



## VOLUNTEER & PARTNERSHIPS OFFICER



Harpurhey, Manchester

Salary £20,000 to £23,000 (pro-rata)

20 - 24 hours per week – (to include some evenings)

Fixed Term until March 2023 (extension is funding dependent)

Reports to: Performance, Impact & Contracts Manager

### Why work for Manchester Youth Zone

- Annual leave entitlement of 33 days (pro-rata)
- We are committed to training and developing our staff, that will include a full induction and access to internal and external training opportunities
- We care about your wellbeing – Access to our EAP, an extra holiday day for your birthday, and onsite gym and sports facilities
- 5% pension contribution
- You will be part of our mission to positively impact the lives of young people in North Manchester

The Manchester Youth Zone first opened to young people in 2012 as an independent charity. Located in Harpurhey enables the Manchester Youth Zone to reach those young people who need **“Somewhere to go, something to do and someone to talk to”**.

We work with young people aged 8-19 and up to 25 for those with additional needs offering provision during the day (including weekends) for targeted young people, each evening for universal provision and residential provision as part of specific programmes. 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 within a network of youth organisations in North Manchester to develop and strengthen youth services in the area. As the largest single youth provider in North Manchester MYZ adopts a generous leadership approach for the sector in supporting and growing youth provision across the North in terms of quality and reach. We aim for a rich diversity of provision available to all young people and able to meet their needs.

Please visit our website to learn more about the work we do!

### Job Description

We’re looking for a **Volunteer & Partnerships Officer** with strong relationship building and organisational skills. The successful applicant will be responsible for recruiting, training, and retaining volunteers within Manchester Youth Zone, and supporting the North Manchester Network to recruit and retain volunteers as part of our mission to build capacity within our own

centre and the network that will enable us to enhance the provision available to children and young people in the local area. You will be responsible for engaging the partners through the co-ordination of network meetings, monitoring and assessing partner delivery, and increasing collaboration throughout.

### **Key Duties**

- Manage and build strong relationships with youth providers in North Manchester, thereby co-ordinating the North Manchester Youth Partnership
- Identify emerging trends in local need, and support the network to co-ordinate a collaborative response
- To assess and monitor the delivery of projects by partners through observation and feedback
- To ensure that partners maintain high standards, assess, and monitor the compliance of contracts within the network, reporting any missing due diligence or other areas of concern
- To lead the recruitment of volunteers for Manchester Youth Zone, using the toolkits already created, meeting targets set as per the 3-year volunteering strategy
- To establish positive and engaging relationships with volunteers from a range of backgrounds, increasing retention and development of these volunteers
- To support the network in recruiting and retaining volunteers as part of the capacity building grant
- Co-ordinate meetings, working groups and forums for the network (providers and young people)
- To establish strong relationships with a range of stakeholders that include volunteer centres, local establishments, internal partners such as youth workers and more to ensure the volunteer programme delivers in line with the needs of the organisation, and that the promotion of these opportunities are shared with a wide variety of communities
- To identify and promote opportunities to volunteers and the network and help multi-agency working
- To maintain an up-to-date database of providers and volunteers using Salesforce (training will be provided)
- To lead on reporting of projects, gaps/challenges and other areas as requested by commissioning bodies
- To work effectively and positively alongside colleagues including staff, volunteers, and young leaders. Ensure that all volunteers and trainee staff are made to feel an integral and valued part of Manchester Youth Zone family.
- Undertake regular training and development relevant to the role.
- Actively address any bullying, harassment, or discrimination, promoting cohesion, inclusion, and positive relationships.
- To understand and adhere to MYZ policies and procedures at all times with particular emphasis on equal opportunities, positive behaviour management, health and safety and safeguarding.
- Promote and safeguard the welfare of children and young people at all times, managing any safeguarding issues should they arise (training provided).
- To be an active member of the team and operate in line with the Charity's expectations, values and principles. Work a flexible pattern including evenings and weekends in line with the role/team requirements.
- Carry out any other duties as may be reasonably determined by your line manager and be flexible to attend residential trips.
- Promote a positive image of MYZ through professionalism and good conduct with all our stakeholders and the public.

<b>PERSON SPECIFICATION</b>			
	Essential	Desirable	Identified by
<b>Skills &amp; Attributes</b>			
Volunteer Management	Y		CV
Relationship Management	Y		CV
<b>Experience</b>			
Working with a range of providers and stakeholders to co-ordinate and manage projects	Y		CV Interview
Recruiting, training and retaining volunteers	Y		Interview
Working with young people		Y	CV
Leading projects		Y	CV Interview
Safeguarding children and young people*		Y	CV Interview
Project management, working with external funding in particular		Y	CV
<b>Knowledge &amp; Understanding</b>			
Safer recruitment	Y		CV Interview
How to engage with a variety of partners effectively and understand the challenges they face	Y		CV Interview
How to plan, deliver and evaluate projects		Y	CV Interview
Ability to communicate effectively with a range of stakeholders by talking, listening, and writing factual and accurate recordings and reports*	Y		CV Interview
Health and safety, equality, inclusion and diversity, safeguarding good practice and how these relate to the partners you work with	Y		CV Interview
Effectively support partners to be empowered		Y	CV Interview
<b>Additional attributes</b>			
Organised and efficient, with an ability to multi-task	Y		CV Interview
Ability to travel independently	Y		Interview
Excellent attention to detail	Y		CV
Calm under pressure	Y		CV Interview
Commitment to personal & professional development		Y	Interview

\*training will be provided

\*\*potential opportunity to complete qualification in future