



Wigan Borough Local Access **Programme Coordinator**

Thank you for your interest in the role of Programme Coordinator at Wigan and Leigh Community Charity.

As part of the Wigan Borough Local Access partnership. You will find information about the role and the person specification in the following pages. Before you apply, please read the information included here.

You will need to submit your CV and a covering letter as part of the application.

All applications must be submitted by 27.05.22.

Successful shortlisted applicants will be invited to attend an interview the week commencing 06.06.22.

We can provide a BSL interpreter if required.

If you would like further information, support with access requirements or an informal chat about the post please contact us by email at d.baxter@wlcommunity.org.uk

We look forward to receiving your application.

Wigan and Leigh Community Charity

On behalf of the Wigan Borough Local Access partnership.

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Our Mission.

Wigan and Leigh Community Charity (WLCC), formerly known as the Abram Ward Community Cooperative (AWCC) plays an integral role in the development of social enterprise in the borough.

Abram Ward Community Co-operative was established in 2013 to create a 'bottom up' approach to growing the community, and also Wigan Borough. It is based at Platt Bridge Community Zone, from which it completed a community asset transfer in 2014. From there, it provides advice, support and training to the local community to help establish social enterprises and community businesses.

Our Values.

Wigan and Leigh Community Charity (WLCC) exists to build on the expertise developed in the Abram Ward Community Cooperative in order to maximize local resources and instigate, nurture and develop community business and social enterprise across the whole borough of Wigan. We provide the knowledge, skills, networks and platforms to enable social enterprise in all its different forms to thrive, thus contributing at a significant level to the education, employment and enterprise in Wigan and its neighbouring boroughs.

The Wigan and Leigh Community Charity offers a 'one-stop shop' for aspirant local entrepreneurs and community leaders who need access to the knowledge, skills, networks and resources, both on and off line, to set up successful community-focused businesses in the borough and its immediate surroundings.

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How we support the VCFSE (Voluntary, Community, Faith and Social Enterprise) sector.

Our primary customers are members of Wigan Borough's various communities across the borough:

- We work with aspirant and established local, community and social entrepreneurs wishing to learn and improve their practice in successful social entrepreneurship, and helping them to create opportunities to establish their businesses and develop their markets.
- We work with local communities, resident groups etc, and people from across the borough, helping them to acquire the knowledge, skills and networks to undertake their own Community Power.

We achieve this by:

- Developing Made in Wigan as an Educational and Awareness Raising brand, with the believe that... 'Every one in Wigan Borough has at least one special skill or talent that can be turned into a Social Enterprise idea'.
- Supporting a Community Wealth Building model for Wigan Borough.
- Growing and managing Community Business hubs across Wigan Borough and developing a 'line of sight' of Community run buildings, to inspire future generations.
- Supporting borough-wide, regional and national Social Enterprise and Community Business networks.
- Supporting the development of ward-based Community Organising.

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The Local Access Programme is a new long-term programme (5-7 years). Funded by the Access Foundation and Big Society Capital to support the growth and development of the Social Enterprise sector in Wigan Borough, through enterprise development support and access to blended social investment.

Greater Manchester is one of six places that are delivering a programme with a blend of grant and repayable investment (administered in Greater Manchester by GMCVO), alongside enterprise development support, to strengthen the local social economy. The total grant and repayable investment provided by the programme will be worth at least £33m over 5-7 years, across six places, which are: Bradford, Bristol, Gainsborough, Hartlepool Redcar & Cleveland, Southwark and Greater Manchester.

GM Context:

The Social Economy in Greater Manchester is large and well established, consisting of a large portfolio of organisations that give 'priority to people and communities over profit'.

The programme has been designed to focus on Start Ups, as well as established VCSE's taking a devolved and locally led approach to designing support solutions; concentrating resources to local delivery partners combined with a generic investment offer across the areas.

Vision of the Greater Manchester Local Access Programme:

The vision is to develop a strong, resilient Social Enterprise ecosystem that will be able to collaborate, support and further grow together to achieve a bigger and better Social Economy in each locality and across the city region.

Long Term Goals of the GM Local Access Programme:

- To develop an accessible support pathway and framework, with simple investment products that meet the needs of the VCSE sector in the GM LAP areas (Bolton, Oldham, Stockport and Wigan).
- To raise the profile of Social Enterprises and Social Investment in the LAP areas and GM in general, in order to achieve a better functioning market.
- To strengthen the ecosystem and peer support within the Social Enterprise sector, and provide investment products that meet the needs of the Social Enterprises in the LAP areas.

Wigan Borough Local Access Programme Coordinator

The Role.

This post is a newly created role designed to coordinate and support the Wigan Local Access Programme; working closely with a range of local partners and stakeholders to deliver an innovative, strategic and locally driven programme.

The programme objectives are to grow the Enterprise activities of the Social Enterprise sector, in turn enabling a growth in access to Social Investment for Social Enterprises in Wigan Borough.

Through the programme activities we aim to shift the culture of organisations to become more enterprising and Business minded, as well as grow their social impact, leading to long term sustainability.

Wigan Local Access Programme is a partnership-driven programme with local Social Enterprises, Businesses and the Local Authority.

The delivery of the programme is framed within the vision created by the Greater Manchester LAP partnership.

Who we are looking for.

We are looking for an experienced and highly skilled programme coordinator with a broad range of programme management skills and experience, who can work effectively with a wide range of stakeholders.

The role requires a highly motivated and enthusiastic individual that can drive forward the Local Access Programme borough wide and effectively engage and motivate Social Enterprises to get involved in the programme.

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What you will need if you are applying for this role.

- Be motivated to, and capable of, working on your own initiative and be comfortable working with different organisations and teams.
- Be able to motivate people and to speak in public.
- Be familiar / able to familiarise yourself with a wide range of partners, organisations and local communities and maintain those relationships.
- Experience of effectively monitoring and evaluating programme.

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Recruitment information.

Position: Programme Coordinator

Closing date: 27.05.22

Contact name: David Baxter CEO

Submission email address: d.baxter@wlcommunity.org.uk

Interview dates: Week commencing 06.06.22

If you have any further questions about this role please contact David at d.baxter@wlcommunity.org.uk

Position details.

Job description: Programme Coordinator

Salary: £21,000

Hours: 21 hours per week (3 days per week)

Responsible to: CEO of Wigan and Leigh Community Charity

Contract: Until March 2024 (with a view to extend)

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Role summary.

Wigan and Leigh Community Charity is recruiting a Programme Coordinator on behalf of the Wigan Borough Local Access Programme Steering Group.

This exciting and outward facing post will be focused on working across Wigan Borough to;

- Support the communication and engagement / promotional activities of the Wigan LAP through website creation, e-bulletins and social media activities.
- Identify, signpost to and support to apply to LAP funding.
- Working with Social Enterprise partners and Wigan LAP Steering group to identify ways to highlight, promote and disseminate the work of the local Social Enterprises.
- Support the facilitation of the Wigan Borough Social Enterprise Network.
- The role will be a 'non-office' based role.
- Attend networks locally, regionally and nationally (virtual) - These include the Wigan Borough Social Enterprise Network, GM Social Enterprise Network and the Social Enterprise UK Places Network.
- Collating and disseminating Social Enterprise data and Information sharing for Fortnightly e-bulletins.
- Signpost Social Enterprises to the support required to help grow and develop their ideas.
- Ensure the successful delivery of the Wigan Borough LAP Development Plan and report regularly to the Wigan Borough LAP Steering Group on progress made.
- Prepare monitoring / evaluation reports and learning documents as required by GMCVO for the Local Access Programme delivered in the Wigan Borough.

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✓ **Desirable**

✓ **Essential**



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Skills & Abilities.

- ✓ Able to use MS Office Applications (Word, Excel, Powerpoint, Teams).
- ✓ Ability to develop and maintain working relationships with other organisations across a range of sectors.
- ✓ Excellent communication and listening skills.
- ✓ Excellent organisation and time management skills.
- ✓ Ability to work as part of a team on common goals & shared projects to ensure programmes are delivered effectively.
- ✓ Full Clean Drivers Licence.
- ✓ Demonstrable creative and entrepreneurial approach.
- ✓ Ability to identify barriers and challenges to effective engagement and develop solutions to overcoming those barriers.

Knowledge.

- ✓ Knowledge and understanding of Wigan Borough's diverse Social Enterprise sector and how it operates.
- ✓ Knowledge & understanding of the opportunities & challenges in introducing new Social Enterprise approaches & models into the VCSE sector.
- ✓ Knowledge and understanding of social value concepts and principles.
- ✓ Knowledge and understanding of the Greater Manchester and Wigan Borough Local Access Partnership.

Experience.

- ✓ Experience of communicating effectively with a diverse range of people in a variety of ways including verbal, written, presentation, visual & digital.
- ✓ Experience of coordinating events.
- ✓ Experience of managing projects and priorities.
- ✓ Experience of Budget management and effective budgetary controls.
- ✓ Understanding and demonstrable experience of working in the Social Enterprise sector.

Wigan Borough Local Access Programme Coordinator



2. EMPOWER



1. ENABLE



3. ENACT

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