



<b>Job Description</b>	<b>Project Coordinator</b> <b>Live Well In Later Life Programme</b>
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**Positive Action in Recruitment**

*The positive action legal provisions mean that it is not unlawful to recruit or promote a candidate who is of equal merit to another candidate, if the chair of the recruitment panel reasonably thinks the candidate has a protected characteristic that is underrepresented in the workforce; or that people with that characteristic suffer a disadvantage connected to that characteristic.*

Manchester Settlement is currently underrepresented by staff who are:-

- Men
- Disabled
- Non White British
- LGBTQ+

<b>Benefits</b>	<b>Line Manager:</b>
<ul style="list-style-type: none"> <li>• £31,000 Salary</li> <li>• 5% Employer Pension Contribution*</li> <li>• Extensive Employee Assistance Scheme</li> <li>• 25+ days annual leave plus bank holidays</li> </ul>	Chief Executive
<b>Hours:</b>	<b>Period of contract:</b>
35 Hours per week	Fixed term – until 31 <sup>st</sup> December 2028
Whilst the majority of the hours would be worked day time Monday to Friday, the postholder would be expected to have the flexibility to tailor the hours to meet the needs of communities through occasional evening/ weekend events and or delivery sessions	
<b>Location:</b>	<b>Main stakeholders:</b>
Hot desk at the Manchester Settlement Offices in Openshaw. Most work will be community based across North Manchester There will be daily travel across North Manchester and occasional travel for which access to a personal vehicle will be necessary.	Community members Manchester Council staff Partner charities/service delivery organisations – voluntary/grassroot organisations Manchester



## About the Programme

Live Well in Later Life is a key strand of Manchester's wider *Live Well* ambition to ensure all residents have access to great everyday support in their neighbourhoods. Building on the success of Greater Manchester's Ageing in Place Pathfinder, the programme focuses on strengthening support for older people (>50 years), reducing inequalities (including Long Term Conditions) and creating age-friendly communities where people can thrive.

Working initially in Miles Platting, Newton Heath, Harpurhey Moston and Openshaw, the programme supports older residents to remain active, connected and involved in shaping the places where they live; enabling them to take control of their health and wellbeing.

## Job Purpose

The Project Co-ordinator will lead the development and delivery of the 'Live Well in Later Life Programme' across North Manchester neighbourhoods. The role ensures older people are central to decision-making, that local Live Well Centres and spaces are age-friendly, and that community activity improves social connection, belonging and wellbeing.

The postholder will work closely with residents, local partners and voluntary sector organisations to embed age-friendly practice, reduce inequalities, and create sustainable community-led approaches.

## Key Responsibilities

### 1. Programme Delivery & Coordination

- Lead the planning, delivery and monitoring of the Live Well in Later Life programme across target neighbourhoods.
- Develop age-friendly neighbourhood action plans with older residents and local service providers.
- Ensure programme activity supports older people to be connected, active and engaged, particularly those experiencing poor health, financial hardship or social isolation.
- Attend relevant meetings to ensure delivery is co-ordinated and working alongside relevant initiatives i.e. Greater Manchester Older People's Network working groups and Manchester City Council initiatives
- Co-ordinate delivery alongside the Long Terms Conditions – Health Creation Project where possible

### 2. Community Engagement & Co-Design

- Lead meaningful resident engagement and co-design processes, ensuring older people influence the development of Live Well Centres, services and local spaces.
- Facilitate community conversations, events, and outreach activities to strengthen social connection and local participation.

### 3. Partnership Development

- Build collaborative relationships with VCSE organisations, health partners, community groups, local services, residents, volunteers and carers.



- Convene cross-sector networks and support a shared learning environment to develop age-friendly practice across partners.
- Work alongside existing Health Creation initiatives to ensure aligned, asset-based approaches.

#### 4. Micro-Grants Programme Management

- Establish and manage a £50,000 micro-grants fund over three years.
- Support local groups to apply, assess and award grants, and ensure funded activities align with programme aims .
- Monitor, report and evaluate the impact of micro-grant funded activity.

#### 5. Monitoring, Evaluation & Reporting

- Track engagement targets (525–600 residents) and programme outcomes around social connection, participation), and wellbeing.

Develop evaluation tools to measure outcomes and outputs

- Produce clear progress reports for MCC and partners, ensuring accountability and alignment with strategic objectives.

Use data and insight from residents to continually refine programme design and delivery.

#### 6. Support for Community-Based Peer Roles

- Enable older residents to participate in peer roles such as health champions, health creators, connectors, advocates or community outreach volunteers.
- Provide light-touch training, support structures and pathways for sustained involvement.



## Person Specification

## Project Coordinator

### Live Well In Later Life Programme

#### Role Specific Requirements

##### Skills, Knowledge & Experience

###### Essential

- Proven experience managing community-based, neighbourhood or inclusion-focused programmes.
- Strong skills in community engagement and co-design, particularly with older people or marginalised groups.
- Experience of community based sessions/workshop delivery
- Knowledge of age-friendly practice, healthy ageing or asset-based community development.
- Experience of partnership working across VCSE and health and local authority sectors.
- Ability to monitor outcomes, manage budgets and deliver structured reports.
- Excellent communication, facilitation and relationship-building skills.
- Strong organisational skills with the ability to manage multiple workstreams.
- Access to your own car and the ability to travel regularly across North Manchester neighbourhoods.

Ability to communicate with different audiences i.e. older people, professionals, volunteers

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###### Desirable

- Experience managing or administering community grants programmes.
- Knowledge of the Live Well ambition or similar place-based models.
- Experience supporting or coordinating community champion/peer-based roles.
- Understanding of the challenges facing older people, including health inequalities, financial hardship and/or social isolation.
- Knowledge and experience of Health Creation methodologies

##### Personal Attributes

- Empathetic, approachable and committed to improving outcomes for older residents.
- Collaborative and skilled at creating trusted relationships with diverse partners.
- Flexible, resilient and able to work independently while contributing to a wider team vision.
- Passionate about community-led change and reducing inequalities.



## **General asks of everyone that works as part of the Manchester Settlement Community Team**

- Support us in our charitable purpose, helping us to achieve our strategic aims and using our values as outlined below to underpin all that you do.
- Behave in a professional manner and adhere to our policies and procedures including safeguarding, health and safety, data protection.
- Be inclusive and work to combat all forms of discrimination and disadvantage, ensuring that the principles of equitable opportunities and social justice are implemented in your work.
- Help us to achieve our strategic aims and priorities by contributing your skills and experience to projects and tasks when required.
- To work towards the Manchester Settlement Values and the Our Manchester Behaviours

### **Manchester Settlement Values**

- Respect the strengths and needs of all of our stakeholders
- Believe that people are most powerful when connected to communities
- Be truthful and transparent
- Be brave enough to challenge boundaries

### **The Our Manchester Behaviours**

- We are proud and passionate about Manchester
- We take time to listen and understand
- We 'own it' and we're not afraid to try new things
- We work together and trust each other
- We show that we value our differences and treat people fairly



## Working with Manchester Settlement

**As a member of the Manchester Settlement team you will also benefit from:**

- Membership of Health Assured – Employee Assistance Programme.
- Ongoing professional development.
- Cycle and tech loan schemes.

For more information on the work that we do please visit [www.manchestersettlement.org.uk](http://www.manchestersettlement.org.uk)

