



[Recruitment Pack for Harpurhey Neighbourhood Project Youth and Community Development Worker](#)

Harpurhey Neighbourhood Project is recruiting for a Youth and Community Development Worker. This recruitment pack gives an overview of Harpurhey Neighbourhood Project (HNP) and the activities and opportunities we provide and a full job description and person specification for the job role advertised. This information is provided to give applicants a basic understanding of the values and aims of the organisation and the information HNP believe is needed to complete the application form.

Rate of pay: £25k per annum

Hours of work: 35 hrs per week (Core hours worked across 10am-6pm, with some evening and occasional weekend hours)

Contract period: 2 years initially

Annual leave: 30 days + bank holidays

* Please be aware, due to the historic levels of applications in the past we will be unable to notify people who have been unsuccessful in reaching the interview stage.

[About Harpurhey Neighbourhood Project](#)

Harpurhey Neighbourhood Project was established in 1977 by local residents from Harpurhey, in 2001 the community centre was opened with the aim of provisioning space, support, activities and opportunities to the community of Harpurhey. The vision of HNP as a grassroots charity is 'to be a part of a community and supporting members to build on their strengths. We aim to ensure that the project is community centred, community focused, and community driven.

Our core values are:

- Being community focused
- Providing opportunities for all
- Helping people to help themselves
- Unlocking potential
- Supporting and nurturing
- Bridging gaps

Based in the heart of Harpurhey we offer a variety of services and activities delivered by ourselves and by partner agencies based in the building which include Wellbeing Centre activities, Information Advice and Guidance service, and Tenants Union sessions. Our community centre and project works well with other local value aligned organisations to provide opportunities for engagement and support for people of all ages.

Currently HNP and the community centre are in a post pandemic transitional phase, where following a period of refurbishment to the community centre we have reopened the doors to the centre and have a variety of services and activities on offer to the local community. As the landscape has changed for local community members, so have their needs and engagement patterns. Our dedication to be a welcoming and accessible centre remains a firm priority.

Overview and Purpose of Role

We have a core team of employed staff, who work alongside a core group of volunteers. And now it is time for the team to grow again. We are looking for a motivated, friendly, empathetic person who has strong knowledge and understanding of the local area and varying needs of the community. This person will take an integral role for the project, supporting the development and delivery of youth and community work at HNP. The role will be in a community facing role interacting with centre members and people from the local community, partners from across Harpurhey and the city of Manchester, with a large focus on young people and families, but include some day to day administration responsibilities that comes with working within a grassroots community centre.

Working closely with the board of Trustees the centre manager will aim to support HNP achieve the three year strategic aims and visions, in line with the business plan. The role will mainly be focusing on outreach to develop new relationships with local community members, working alongside centre delivery partners, exploring current and new areas of work to meet the needs of the young people, families and community, and developing and delivering some workshops and sessions.

Role duties and specification:

- Work closely with the centre manager to plan and deliver activities in line with the needs of HNP
- Work closely with young people, on 121 sessions, small group work, and in larger open access spaces
- Develop new activities, workshops, and sessions for young people, families and community members
- Outreach work to bring more local residents to access provision in the centre
- Build and develop links with local groups and services
- Planning meetings and events
- Support on facilitating community events
- Identifying community needs, problems, and barriers
- Create opportunities for community voice
- Basic administration

- Providing information advice and guidance on relevant area of support
- Be one of the projects Designated Safeguarding Leads for young people

Personal Skills and Qualities

	Desirable	Essential
Degree level qualification relevant to role		
Hold A-level/Level 3 or equivalent qualification relevant to role, supported by work experience and continuous professional development	X	
Friendly and outgoing personality able to build and maintain relationships with local community members and external organisations		X
Strong understanding and knowledge of North Manchester		X
Work well alone, with strong levels of initiative and self motivation able to prioritise workloads		X
Proven experience of working in the voluntary sector		X
Proven experience of working with and in community settings		X
Good level of ICT skills with working knowledge of Microsoft Office and OneDrive/Google Drive		X
Experience of safeguarding and best practise		X
Excellent communication skills both written and verbal		X
Ability to build good relationships with people		X
Non judgemental attitude		X
A creative approach to problem solving		X
Commitment to antiracism, equality, and diversity		X
Excellent administration and organisation skills and experience		X
Experience managing teams and/projects		X
Experience of working in strengths based approach		X
Understanding some experience of empathetic deescalation, and conflict resolution.		X
Willingness to undertake training as required (safeguarding, first aid, ICT etc)		X

Consent to a DBS check and update service		X

Please use the application form to complete your application, ensuring to evidence your experience and suitability to the role based on the information provided above. Send the application to centre@harpurhey.org