



**GREATER  
MANCHESTER  
YOUTH  
NETWORK**

# Disability and Neurodivergence Programme Coordinator

## Job Pack

**Salary: £28,282**

**Permanent contract**

**Hours:** Full-time, 35 hours per week

**Base:** GMYN office, with opportunities to work from home

**Delivery:** Dependent on project but main activities are delivered in Manchester

**Deadline:** Friday 14<sup>th</sup> May - 12 noon

[www.gmyn.co.uk](http://www.gmyn.co.uk)

April 2026

**#YoungPeopleCan**



# A warm welcome from GMYN!



Thank you for showing an interest in joining GMYN. The charity has been supporting young people since 2007 and has helped transform many lives across Greater Manchester. Our focus is on supporting young people who have experienced trauma or lack a strong support network, providing them with a safe, nurturing space to learn and grow.

This new role will be instrumental in developing our work with disabled and neurodivergent young people. You would be joining a passionate and highly skilled team, all wanting to make a difference to young people's lives. We look forward to hearing from you!

## About us...

For many young people, moving towards a positive future isn't easy. At Greater Manchester Youth Network (GMYN) our vision is #YoungPeopleCan and our goal is that young people are safe, heard, and capable of great things.

We pride ourselves on being an exciting, innovative and transformational youth charity, focused on changing the lives of young people facing multiple disadvantages. Through the delivery of more than 25 projects, we help young people aged 10-25 to strengthen social connections, improve wellbeing, increase confidence, develop skills and have a say on issues that matter to them.

For nearly 20 years we have positively impacted the lives of more than 14,000 young people, many of whom face significant and overlapping challenges in their daily lives, working primarily with:

- Care experienced young people.
- Separated young people and unaccompanied asylum-seeking children.
- Young people who are disabled and neurodivergent.
- Young people who are not ready for work.

## Impact

Our programmes aren't delivered to young people; they're co-designed with them. We believe that young people being actively involved in shaping, leading and evaluating the programmes that they take part in is transformational, builds confidence and develops decision making skills.

Our intended outcomes are that young people:

- Improve wellbeing.
- Strengthen social connections.
- Develop new skills.
- Boost their contribution to their community.
- Increase confidence.
- Shape systems.



## Our Values

At GMYN, **inclusivity**, **empathy**, and being **youth friendly** is the lens in which we operate. We want to go above and beyond and feel that our values demonstrate this:

We show **compassion**, creating a supportive and nurturing environment where everyone part of GMYN can thrive and feel valued.

**Fun** is at the heart of GMYN, making every experience enjoyable and engaging.

Throughout GMYN, **creativity** shapes everything we do, ensuring innovative programmes and inclusive activities that engage and inspire.

With **courage** at our core, GMYN strives to create transformative change, fearlessly innovating and advocating for young people.

Continuous **learning** is core to what we do ensuring we reflect, adapt, and evolve to better meet the needs of the young people we support.



## IDEA (inclusivity, diversity, equity and access)

GMYN aims to create an inclusive welcoming environment for young people and all those who work or volunteer at GMYN or wish to join **#TeamGMYN**.

GMYN is ambitious about inclusivity, diversity, equity and access. If you've got the right skills and experiences, we want to hear from you. We actively encourage applications from people of colour, people from working class backgrounds, disabled and neurodiverse people, and/or people who have relevant lived experience of the challenges we help young people to tackle.

All applications are welcomed, and each will be assessed on its own merit. Many of our staff work flexibly in many ways, including part-time and job share. Please talk to us at interview about the flexibility you need. We can't promise to give you exactly what you want, but we do promise not to judge you for asking.

# The role

We welcome applications from people of all backgrounds and experiences. We recognise that everyone brings unique strengths, perspectives, and insight.

If you believe you can thrive in this role and align with our values, we encourage you to apply, even if your experience doesn't match every requirement.

We are looking for a Programme Coordinator to primarily lead our transformative project, **MCR Social**. An exciting project that supports disabled and neurodivergent young people aged 14–17 to take part in social activities they choose, building confidence, independence, and friendships.

You will co-design and deliver engaging sessions, providing consistent support to help young people connect and thrive, while ensuring their voices shape the opportunities available.

Alongside delivery, you will play a key role in developing GMYN's wider Disability and Neurodiversity work, building partnerships, collaborating with organisations across Greater Manchester, and influencing practice to embed youth voice and inclusive approaches.

This is a dual focussed role, combining direct work with young people with project development, offering the opportunity to create meaningful impact both at an individual and across the sector. In practice, this means you might spend part of your week working with young people in sessions or 1:1 support, and the rest developing partnerships, planning projects, or influencing wider practice across the sector.

If you have experience supporting young people and are motivated to make a meaningful difference, you will find a rewarding opportunity here.



## Key responsibilities

- Lead project development and growth – shape GMYN’s disability and neurodiversity work to meet local needs and organisational priorities.
- Deliver our MCR Social project, including planning and reporting on outputs/outcomes to funders.
- Deliver high quality provision – facilitate inclusive group sessions and 1:1 support using trauma-informed, youth work approaches.
- Build partnerships and influence practice – develop relationships with partners to co-create opportunities and embed inclusive, youth-led approaches across the sector.
- Embed youth voice – ensure young people influence delivery, design, and strategic decision-making.
- Champion inclusion and accessibility – drive equitable, accessible practice across delivery and partnerships.
- Safeguarding practice – model strong safeguarding practice to ensure young people are safe and supported.
- Use insight to drive impact – lead monitoring and evaluation to evidence impact and inform continuous improvement.
- Coordinate delivery and resources – support planning, reporting, budgeting, and administration for effective delivery.
- Commit to learning and adaptability – engage in reflective practice and respond to emerging needs.



## Person Specification

We welcome applications from people of all backgrounds and experiences. We recognise that everyone brings unique strengths, perspectives, and insight. If you believe you can thrive in this role and align with our values, we encourage you to apply, even if your experience doesn't match every requirement.

## Skills & Experience

- Experience working with disabled and/or neurodivergent young people
- Experience delivering youth work, activities, or programmes for disabled and/or neurodivergent young people
- Experience of building and maintaining effective partnerships
- Strong communication and interpersonal skills with both disabled and/or neurodivergent young people and professionals
- Understanding of youth work principles and trauma-informed approaches
- Experience of planning, coordinating, monitoring, and evaluating projects or activities
- Commitment to inclusion, accessibility, and youth voice
- Commitment to safeguarding children and young people
- Ability to reflect on practice and demonstrate learning in line with organisational values

## Our offer...

In 2025 we received membership status for the GM Good Employment Award. This means we have gone through a rigorous process to ensure that we are the best employer we can be in the following areas – secure work, flexible work, pay, engagement & voice, recruitment, people management, health & wellbeing.



In essence, we care about staff and strive to support them to be happy and succeed in the workplace. We are at the completion stages of the Bronze Trauma Quality Mark. This means that we are trauma aware and strive to do everything through a trauma lens.

All staff receive the following offer:

**Annual Leave:** All staff receive 25 days of annual leave in addition to the public bank holidays, pro rata. This offer rises after three years employment with an extra day each year (capped at 30 days). We also provide additional "Gift Days" during Christmas when the office is closed.

**Flexible Working:** We operate flexible working hours and working from home policies to allow you to fit your personal commitments around your work.

**Remuneration:** We are a living wage employer, benchmarking salaries and reviewing annually. We provide development opportunities for staff to experience key themes such as project management, staff supervision and other areas of the organisation to help with role/salary progression.

**Celebration leave:** GMYN allows all employees to take a day off from work each year to celebrate their birthday or a religious celebration.

**Wellbeing Days:** Staff receive five annual 'no-questions-asked' days off, taken as needed to reduce stress and support mental wellbeing as part of their holiday allowance.

**Emergency leave:** Staff are allowed time off to deal with an emergency or other situations which have an impact on their ability to work. GMYN pay full salary for up to 5 days a year pro rata for staff to deal with an immediate situation that is out of their hands and unplanned.

**Pension:** We offer a salary sacrifice 8% pension scheme with 3% employer contributions.

**Employee Assistance Programme (EAP):** Staff have access to a 24/7 service offering a wide range of support.

**Volunteering/Development hour:** GMYN allows all staff members the opportunity to take one hour out of their working week to either volunteer or engage in a development hour.

**Social Value:** GMYN takes pride in our social value and environmental impact, continually seeking team-led ideas to drive improvement.

**Cycle to Work Scheme:** GMYN provides the Cycle to Work scheme, supporting staff to buy a bike, with the cost of the equipment repaid by the employee through salary sacrifice.

# How to apply

Your invitation to interview will be based on how you demonstrate that you meet the points on the person specification.

We will consider skills and experiences from various roles across all sectors, if you can demonstrate how they can be transferable to this role.

Please email your application and CV to [jobs@gmyn.co.uk](mailto:jobs@gmyn.co.uk).  
**In your application, please answer the questions below.**

Please ensure that your answers are no longer than 200 words.

Alternatively, you can send an audio application if you prefer. If you send audio, please ensure that the answers are no longer than 2 minutes.

While we acknowledge that candidates might use AI to write their applications, we prefer to hear from their authentic selves.

1. Tell us why you want to work at GMYN and how you meet the values.
2. Describe your approach to safeguarding disabled or neurodivergent young people.
3. Outline your experience working with disabled or neurodivergent young people.
4. Outline how you would work with partners to develop opportunities for disabled or neurodivergent young people.
5. Explain how you would ensure that young people's voices are heard throughout your work.

**Closing date: Friday 15<sup>th</sup> May 12pm.**

**Interviews will take place on Wednesday 27<sup>th</sup> May.**



# Safer recruitment and additional info

GMYN

In line with our safeguarding policy and safer recruitment practices, all shortlisted candidates will be required to complete a complete a self-disclosure form outlining any offence that may prevent them from taking the role. The successful candidate must undertake an Enhanced DBS check and references will be required before a job offer can be confirmed. Please note that having a criminal conviction is not an automatic barrier to employment at GMYN.

We are offering prospective candidates the opportunity to visit our offices or a programme to gain an insight into our work. There is no expectation for candidates to do this and visits will not have any bearing on the outcome of an application. Please contact [jobs@gmyn.co.uk](mailto:jobs@gmyn.co.uk) for more information.

Candidates who meet the person specification will be invited to interview. We aim to make our interviews as relaxed as possible as we want to get the best from candidates. With this in mind, we send shortlisted candidates, some of the interview questions beforehand. Please let us know if you need any support in order to attend an interview.

## #YoungPeopleCan

