



RECRUITMENT PACK
Tameside and Oldham
Portfolio Manager
Application deadline: 5pm 31st
January 2025 5pm

- Empowering Minority Communities
- Promoting Social Responsibility
- Tackling Health Inequalities
- Enabling Systems Thinking

STRATEGIC PRIORITIES
2024 -2028



Tameside and Oldham Portfolio Manager

Application deadline: 5pm 31st January 2025

Date:

Dear Applicant,

Thank you for your interest in wanting to apply for the post of **Tameside and Oldham Portfolio Manager** and work with Team Flowhesion! You would be joining us at a very exciting time on our journey. The Foundation has established itself as a key delivery partner with many local authorities and the third sector across the Greater Manchester system. Our offer arches across the delivery of quality community cohesion projects, innovative research, quality training and tailored consultancy. We are extremely passionate about building community cohesion and ensuring our communities are best placed to build, belong, value and aspire!

In line with our strong vision for sustainability, we have set ourselves the ambitious target of self-generating 50% of our income in order to maintain the long-term consistency and quality of our work.

The **Tameside and Oldham Portfolio Manager** role is an important job and we value the contribution that all of our staff make to the success of the organisation.

What we offer:

- Dedicated training, support and monthly supervision in-line with your role
- Annual leave and generous holiday package.
- A comprehensive onboarding, induction and training programme.
- A warm and friendly working environment where you can learn and grow.
- Opportunities for learning, development and growth.

Further questions:

If you want to have a discussion about this role on the phone or would prefer to pop in to see us, you are more than welcome. Kindly contact our business manager Julie on 01204275106 or 07878984509.

If you wish to apply

In the first instance send your CV and a covering letter of no more than 3 sides outlining how you meet the job and person specification to Banu Sheikh who is our HR and Procurement Manager. In the title of your email write '*Tameside and Oldham Portfolio Manager application*'.

Sending your application:

Send your CV and 3 side covering letter that meet the job and person specification to: procurement@flowhesionfoundation.org.uk

Yours faithfully

julie

Julie Warren-Taylor
Business Manager
The Flowhesion Foundation
www.flowhesionfoundation.org.uk

**JOB AND PERSON
SPECIFICATION**
*Tameside and Oldham
Portfolio Manager*

Job Description



Job Details	
Organisation	The Flowhession Foundation
Job Title	Tameside and Oldham portfolio manager (<i>specifically working in the Ashton-Under-Lyne Ward in Tameside and in the St. Marys or Chadderton ward in Oldham</i>).
Grade	£30,030 pro-rata actual pay £16,016.00 Band D17 + Annual leave entitlement pro-rata, 20 hours per week- flexible pursuant to business demands. <i>Work mobile, laptop provided.</i>
Contract:	This is a permanent position subject to a successful 6 months probationary period.
Primary Purpose of Job	<p>You will work in consultation with your line manager and the senior leadership team to develop and expand community activities and services that Flowhession deliver in <i>the St. Marys or Chadderton wards in Oldham and Ashton-under-Lyne ward in Tameside</i>. This will mean working through your existing community contacts in these areas and/or establishing new ones. You will be a good communicator and represent The Foundation to the VCSF, health, education, welfare sectors and key decision makers in these areas. You will be an aspiring facilitator, a people person and deliver specific small projects and programmes, collect feedback and carry out consultations with our service users as agreed with your line manager in these areas to improve the quality of our offer and optimise our output.</p> <p>You will be a committed, creative, passionate and an aspiring project manager. Flexibility and team working will be one of your many strengths.</p>
Responsible to	Business manager,
Line manager	Assurance Manager
Responsible for Location	Oldham and Tameside At your base in Ashton-under-Lyne and St. Marys/Chadderton + 1 day at Flowhession HQ, All souls, Astley streets, Bolton, BL18EY, as agreed.

Main Duties

1.

- 1.1** You will oversee projects and programmes that run in the wards you work in.
- 1.2** As requested by your line manager you will represent The Foundation at our meetings, forums and other key calendar events in the wards that you work in.
- 1.2** You will proactively seek out opportunities to represent the Foundation, its programmes and projects at local and regional level. This could mean attending, representing the Foundation VCSF forums, open days, fairs, strategic council meetings.
- 1.3** You will facilitate and deliver smaller projects, programmes in the areas that you work as agreed by your line manager.
- 1.4** You will endeavour to find suitable sessional staff and volunteers to facilitate and deliver longer Flowhesion programmes in the areas in which you work.
- 1.5**
- With other Foundation sessional staff and through your own community connections, networks you will ensure that there are adequate and consistent numbers of participants attending events and activities such as *coffee mornings, health hubs, ESOL and or IT classes etc.*
- 1.6** You will meet with your supervisor on a *monthly basis* and discuss your engagement plan of meetings, programmes, travel and calls with stakeholders and clients. Your supervisor may wish to take part in meetings you attend for quality and review purposes. You will be required to submit reports on your work to your supervisor as and when required.
- 1.7** Identify, compile and submit appropriate cases to be used as case studies for monitoring, funding and organisational reports.
- 1.8** Ensure you maintain professional relationships with all foundation staff and partners, working in the best interests of the organisation.

Main Duties	
2.	<p>Legislation, wider commitments</p> <p>2.1 To carry out all duties with due regard to relevant legislation and guidance, the organisations equal opportunities policies and all other policies of the Foundation.</p> <p>2.2 To keep abreast of developments, research and issues associated with your role.</p> <p>2.3 To actively promote The Foundation, in the course of your duties, with clients, Health & social care professionals, and other relevant stakeholders. promoting the organisation in your everyday engagement with people, identifying matters that can be shared on social media, giving talks, and always being a good ambassador for the charity.</p> <p>2.4 To play an active role in being part of the wider Flowhession team to ensure that we achieve both our day to day and strategic objectives. This may mean showing flexibility in your role to support colleagues as appropriate. This may mean being re-deployed from your current role, from time to time to help with Flowhession activities as instructed by your line manager during times of pressure and need. It will also include taking a solution focused 'can do' attitude to problems or issues as they arise. To be part of a multi-disciplinary team and contribute to the overall development of services</p> <p>2.5 To carry out any duties appropriate to the grade as required by your line manager</p>

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated, at the discretion of the Business and to meet the needs of the organisation

Version Control	
Job Description prepared by:	Banu Sheikh- HR and Procurement manager
Job Description updated:	09 December 2024

Person Specification

Job Details	
Organisation	The Flowhesion Foundation
Job Title	Tameside and Oldham portfolio manager (<i>specifically working in the Ashton-Under-Lyne Ward in Tameside and in the St. Marys or Chadderton ward in Oldham</i>).
Grade	D17

The requirements for the above post are as follows. Please try to show in your application form, how best you meet these requirements. Disabled candidates are guaranteed an interview if they meet the essential criteria.

Skills and Knowledge		Essential/ Desirable	Method of Assessment
1.	Experience in a previous role of communicating with/managing professional relationships with local authorities, the VFCS sector or teams of professionals.	Essential	Application Form / Interview
2.	Experience of attending networking events, meetings and forums to represent an organisation to create further opportunity for funding and/or collaborations.	Desirable	Application Form / Interview
3.	Experience of delivering sessions, workshops, a structured learning activity to bamer people with pre-prepared handouts and material.	Desirable	Application Form / Interview
4.	An understanding of the challenges that face bamer communities.	Essential	Application Form / Interview
5.	Excellent communication and people skills.	Essential	Application Form / Interview
6.	Ability to work independently to organise own workloads and prioritise tasks effectively in line with organisational priorities.	Essential	Test at Interview
7.	Able to think creatively and innovatively by identifying, advising on the creation, delivery, facilitation of projects and programmes.	Desirable	Application Form / Interview
8.	Ability to demonstrate engaging verbal and written communication to a variety of audiences.	Essential	Scenario at Interview
9.	Ability to use a range of information and communication technology mediums effectively.	Essential	Test at Interview

Skills and Knowledge		Essential/ Desirable	Method of Assessment
10	Ability to monitor and evaluate the impact and effectiveness of their work and be open to adapt.	Desirable	Application Form / Interview
11	Bi-lingual proficiency in a south-asian community language	Essential	Scenario at Interview

Experience, Qualifications and Training		Essential/ Desirable	Method of Assessment
1.	Degree in youth, community development or relevant field.	Desirable	Application Form / Interview/ Certificate
2.	2 years' experience in a community development, youth, Neighbourhood role.	Essential	Application Form / Interview/ references

Work Related Circumstances		Method of Assessment
1.	Hours of work can be negotiated but 1 day per week must be spent at Flowhesion HQ.	Application Form / Interview
2.	This post is subject to an enhanced disclosure and a barred list check from the Disclosure and Barring Service.	Application Form / Certificate

Version Control	
Person Specification prepared by:	Abdul Hafeez Siddique- Executive Director
Person Specification updated:	09 December 2024