

## OUR BUSINESS

Our Business will be a platform (website and mobile responsive app) in which inclusively owned businesses, including as examples; social enterprises, co-ops, CICs, community businesses and family businesses can start and grow their business, access training and support and connect with other inclusively owned businesses. In addition, the platform will promote the products and services of these businesses to encourage businesses and public bodies to purchase their services and create community wealth building in Greater Manchester.

Our Business will be a consortium co-op, housed within Co-operatives UK during initial set up and development. Membership of the consortium co-op will be open, inclusive and accessible. Co-operatives UK will lead the delivery and governance of the project, utilising the model constitution of an 'unincorporated co-op' for ownership and delivery. At the end of the initial 13-month period, we anticipate that Our Business will separate from Co-operatives UK and become sustainable in its own right.

Our Business co-op will have three member types:

1. Inclusive businesses in Greater Manchester
2. Public bodies and anchor institutions in Greater Manchester
3. Associate members including national representative bodies that have an interest in supporting the Social Economy in Greater Manchester

Co-operatives UK has been tasked by GMCA to deliver the first phase of the Our Business project and that's where you come in. We are looking for an experienced Programme Manager to lead this important and exciting project.

## JOB DESCRIPTION

<b>Job Title</b> Programme Manager	<b>Role band</b> M1
<p><b>Purpose of Role</b> To deliver the 'Our Business' programme from inception to completion of the agreed project outcomes as set out in the tender document with GMCA. To act as primary liaison with the Tech Manager, the GMCA Contract Manager, the training provider, and the members and businesses receiving support.</p>	
<p><b>Key Responsibilities / Accountabilities</b></p> <ul style="list-style-type: none"> <li>❑ To lead on the planning, design, delivery and evaluation of the Our Business project, ensuring successful completion and delivery of the agreed project outcomes.</li> <li>❑ To monitor and evaluate the project, delivering analysis and reports as necessary and complying with all GMCA reporting requirements, including using the GMCA's GMIT system and ensuring that the programme achieves and reports on meeting its stated target outputs and outcomes.</li> <li>❑ To support the set up of the Our Business co-operative, ensuring that it is delivered in line with the requirements of co-operative governance and Values and Principles.</li> <li>❑ To identify and secure a variety of funding mechanisms to support Our Business as a sustainable and independent co-operative beyond the life of the project.</li> <li>❑ To form strategic relationships with large infrastructure bodies, recruiting them into membership of the Our Business co-operative.</li> <li>❑ To complete the Social Value Portal reporting in line with GMCA's requirements, ensuring that the social value targets for the programme are met.</li> <li>❑ To manage the strategic partnership between various project stakeholders, including GMCA, Co-operatives UK, the training provider, and member groups, ensuring that everyone is kept informed and updated and can work collaboratively to ensure full cohesion and successful execution of the project.</li> <li>❑ To support the CEO in the delivery of the marketing and communications plan for Our Business, including the design and delivery of recruitment and promotion events. To manage the project budget, ensuring that spend remains in line with the agreed budget.</li> <li>❑ To work closely with the Tech Manager, ensuring the effective management of the online platform (supplied by Hivebright).</li> <li>❑ To act as line manager to the Digital &amp; Community Co-ordinator.</li> </ul>	
<b>Responsible to:</b> CEO	
<b>Responsible for:</b> Digital and Community Co-ordinator	

Our Business co-op will have three member types:

1. Inclusive businesses in Greater Manchester. Terms of reference will specify that they need to be wholly and inclusive owned e.g. Social Enterprise, Co-ops, Community Business, small, independent business.
2. Public bodies and anchor institutions in Greater Manchester including invitations to all of the councils within the combined authority as well as the CA itself.
3. Associate members including national representative bodies that have an interest in supporting the Social Economy in Greater Manchester and inclusive business that are sub-contractors to the bid but not based in Greater Manchester, and other service providers e.g. specialise lawyers that want to support the Social Economy and buy services from the inclusive business'.

## SKILLS REQUIRED

- ❑ **Project management:** Strong project management skills to oversee the delivery of the online platform and manage the triage and community process effectively and ensuring all commitments and reporting to GMCA are delivered on time and on budget.
- ❑ **Technical understanding:** A basic understanding of technology, especially in managing 'Hivebrite' online platforms, to collaborate efficiently with the Tech Lead and ensure technical requirements align with project goals.
- ❑ **Communication:** Excellent communication skills to liaise with the contract manager and relevant teams at GMCA, working with the Tech Manager, line management of Digital & Community Manager, and other stakeholders including being the point of contact for 10GM. This includes conveying technical details in a clear and understandable manner.
- ❑ **Strategic thinking:** Ability to align the project with broader objectives, such as UKSPF targets, and develop strategies for effective delivery.
- ❑ **Collaboration:** Strong collaborative skills to work closely with the Tech Manager, Digital & Community Manager, and other team members, fostering a cohesive working environment.
- ❑ **Problem-solving:** The capability to address challenges that may arise during the project and find effective solutions, ensuring the project stays on track.
- ❑ **Leadership:** Leadership qualities to guide the team, make decisions, and ensure everyone is aligned with the project's objectives.
- ❑ **Adaptability:** Given the complexity of the GM social ecosystem, adaptability to changing circumstances and the ability to adjust strategies accordingly.
- ❑ **Stakeholder management:** Effectively manage relationships with stakeholders, including GMCA and the social economy sector, to ensure their needs are considered and met.

- ❑ **Marketing and communication:** Understanding of marketing principles to support the CEO in the platform's marketing and communication strategies to align with the project's deliverables.

## JOB DETAILS

- ❑ **Contract:** Fixed-term until 31 March 2025
- ❑ **Hours:** Part time, 21 hours per week
- ❑ **Salary:** £46,173 (pro rata – £27,704)
- ❑ **Location:** Holyoake House, Manchester

