

CO-OPERATIVES UK

RECRUITMENT PACK

PROGRAMME MANAGER – OUR BUSINESS

March 2024



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1. WELCOME

Thank you for your interest in the role of Programme Manager – Our Business. This is an exciting opportunity to join our organisation.

As the voice of the UK's co-operative movement, we empower and support co-operative enterprise with specialised knowledge and expertise, to grow the co-operative economy and create a fairer society.

From football clubs and farms, to convenience stores and pubs, there are more than 7,000 co-operatives in the UK, each owned and controlled by their members and based on a set of shared principles and values. By promoting shared wealth through member ownership, we are committed to enable anyone in the UK to form, or join, thriving and sustainable co-ops.

This is an exciting time to join our organisation as Programme Manager for 'Our Business'. You will be responsible for managing the 'Our Business' programme from inception to completion and acting as primary contact between Co-operatives UK and our partners at Greater Manchester Combined Authority (GMCA) and beyond.

As an organisation we are led by our unwavering values of solidarity, self-responsibility, equity, and honesty, therefore if you share these core values, we would be delighted to receive your application.

We wish you the very best of luck with your application.



2. 'OUR BUSINESS'

Our Business will be a platform (website and mobile 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. 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:

- Inclusive businesses in Greater Manchester
- Public bodies and anchor institutions in Greater Manchester
- 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.

OURBUSINESS^{GM}

The home of social enterprise, co-ops & community business in Greater Manchester

3. ROLE SUMMARY

- **Fixed term contract** until 31 March 2025
- **Hours:** 3 days a week (21 hours)
- **Location:** Manchester
- **Salary:** £46,173 (pro rata to 21 hours – £27,704)
- **Line management:** Responsible for Digital and Community Co-ordinator



4. WHAT IS A CO-OP?

Co-operatives are more than just high street retailers – although they are probably the example of a co-op that most people have heard of.

A co-op is a business that is owned and controlled by its members. The members can be its customers, employees, residents or suppliers. Profits are shared between people who have a stake and a say in how the co-op is run, not distant investors or shareholders. All co-ops share a core set of values and principles.

Originally founded by a group of working class people who were fed up of having to buy poor quality food, co-ops are just as relevant today.

You can find co-operatives in pretty much every industry – from healthcare to housing, renewable energy to retail, sports to social care. And they are every shape and size from multi-billion pound businesses to small community enterprises.

There are over 7,000 co-ops in the UK, which contribute £40bn to the economy. There are three million co-ops around the world with 1.2 billion members.



5. WHY WORK FOR US?

We put our people at the heart of everything we do.

Fueled by the passion of the co-op values, principles and culture, we are thriving. Our 150-year legacy drives innovation and collaboration.

We believe that creativity and freedom build a culture that is founded on trust. We work hard to ensure that we can all work effectively and co-operatively.

We support each other, taking time to listen so that we can bring the best version of ourselves to work.

Work with us and discover that co-operatives offer a better way of doing business.



Employee Benefits

We offer a range of benefits to support you. Our strong beliefs and co-operative principles shape the way we think work should be.



Fancy a brew

We know the importance of a cuppa or coffee! You will always find plenty of complimentary refreshments in our kitchen

Learn and Grow

Stretch your skills and learn new ones. Learn from great people and direct your own development. We are committed to inspiring your personal growth and professional development.

Wellbeing

Everyone working at Co-operatives UK has access to an employee assistance programme provided by Bupa. This is available to you, your partner and any dependents over the age of 16 who currently live with you. It's free to use and completely confidential. We also have a number of colleagues trained to offer mental health first aid support.

Travel

If you use public transport to get to work you'll know how expensive it can be. For an easy way to spread the cost of a season ticket over the year, you can set up an interest-free travel loan.

Drive to work? Save money with an NCP car park pass. Enjoy unlimited parking at NCP Printworks with a 25% discount on the normal rate!

Want a different way to save?

Join the Co-operative credit union. Save from as little as £2.50 per week and access low-cost loans with free life cover.

We are flexible

The 9-5 doesn't work for everyone! We are happy to talk to you about flexible working options, including part time.

Its not all about the office either - we are fully hybrid and working from home some of the time is very popular. Please talk to us about what you need!

Pension

The Co-operatives UK Defined Contribution Pension Scheme is a savings plan that's designed to help you build up a pension pot. As a minimum you save 3% of your pay and we will contribute 5%. It is up to you how much to save but the total combined contributions can reach 23%



Policies

Our policies are designed to support you and your family in a range of ways, from enhanced maternity pay to fully paid emergency leave for carers. If you want to see them before you start, just ask.

Coaching

Coaching provides a development focus and structure to your relationship with your line manager. Coaching is a way of having conversations that are safe, supportive and challenging. It can be a thought-provoking and creative process and will help you to maximise your personal and professional potential.

We believe in coaching and have a pool of trained internal coaches ready to work with you.

Eye tests

Look after your eyes with free eye tests. You book and attend a test, Co-operatives UK pays. It's as simple as that.

Bike to Work

We are committed to the environment and want to support you to embrace a carbon-neutral future.

We can purchase a bike and equipment and lease it back to you.



Trade Union

We believe in the power of working together. Joining our recognised Trade Union, SATA, means that you will be part of the principal union that negotiates for all grades of staff in the service sector of the economy

6. OUR VALUES

Equity

We treat each other with fairness and respect

Honesty

We are open and honest

Self-responsibility

We are empowered to get things done

Solidarity

We stand together



7. CO-OPS FOR ALL

Our aim is to become a truly inclusive organisation with a workforce as diverse as the co-ops we serve.

We are an equal opportunities employer and we treat all job applicants equally, regardless of age, disability, gender identity or gender expression, race, ethnicity, religion or belief, sex, sexual orientation or any other equality characteristic.

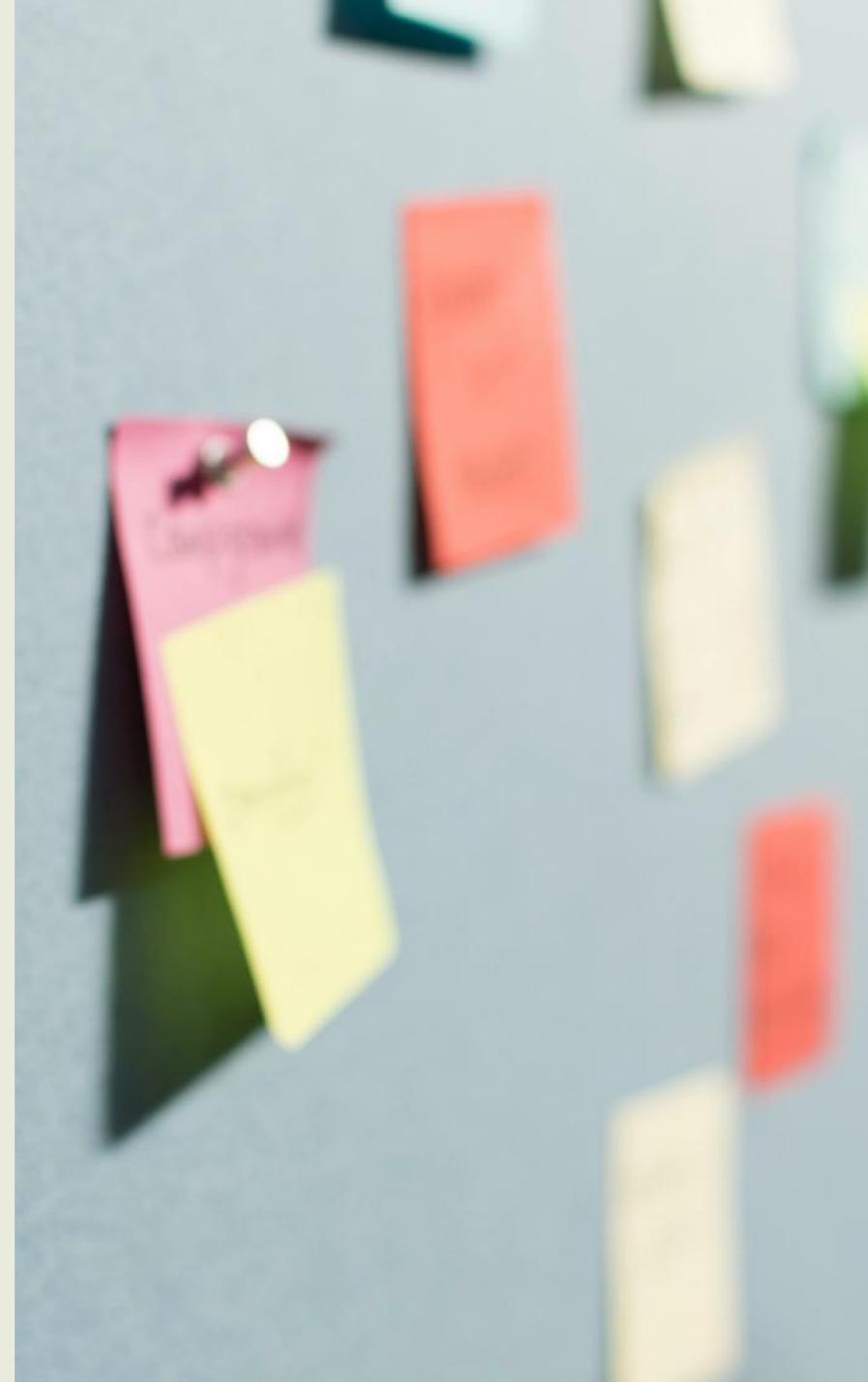
We particularly encourage applications from disabled, Black, Asian and Minority Ethnic (BAME) candidates, and LGBTQ+ and non-binary candidates as they are under-represented within our organisation and sector.

We are members of Mindful Employers, Living Wage Employers and a Disability Confident Employer and are committed to improving employment opportunities for ethnic minorities across the UK.



8. ROLE DETAILS / KEY ACTIVITIES

- To lead on the planning, design, delivery and evaluation of the Our Business project, ensuring successful completion and delivery of the agreed project outcomes.
- 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.
- 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.
- 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.



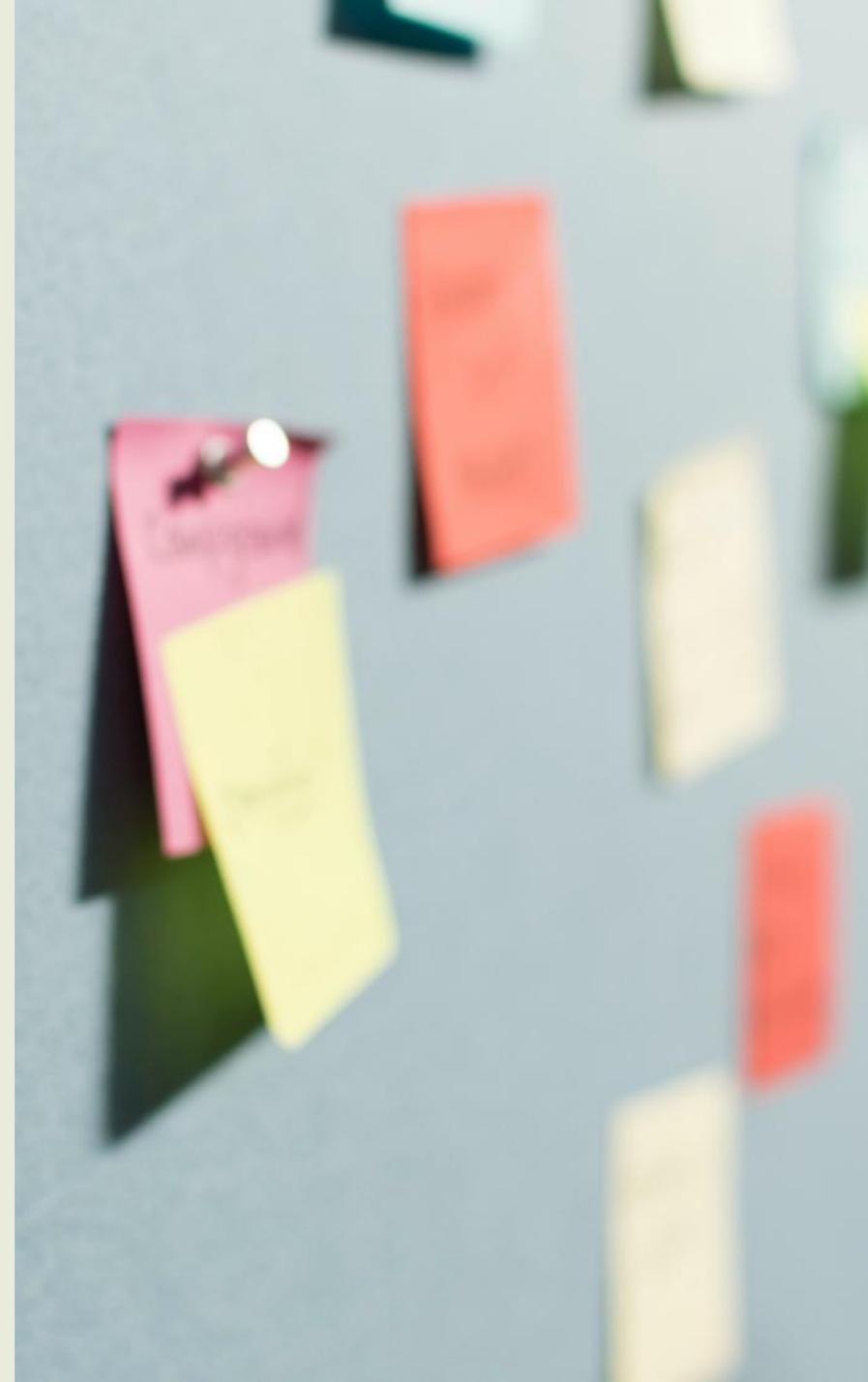
8. ROLE DETAILS / KEY ACTIVITIES

- To form strategic relationships with large infrastructure bodies, recruiting them into membership of the Our Business co-operative.
- To complete the Social Value Portal reporting in line with GMCA's requirements, ensuring that the social value targets for the programme are met.
- 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.



8. ROLE DETAILS / KEY ACTIVITIES

- 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.
- To work closely with the Tech Manager, ensuring the effective management of the online platform (supplied by Hivebrite).
- To act as line manager to the Digital & Community Co-ordinator.



9. ABOUT YOU

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 Co-ordinator, and other stakeholders including being the point of contact for 10GM. This includes conveying technical details in a clear and understandable manner.



9. ABOUT YOU

Skills required

- **Strategic thinking:** Ability to align the project with broader objectives, such as UK Shared Prosperity Fund (UKSPF) targets, and develop strategies for effective delivery.
- **Collaboration:** Strong collaborative skills to work closely with the Tech Manager, Digital & Community Co-ordinator, 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.



9. ABOUT YOU

Skills required

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



10. HOW TO APPLY

Please complete the application form signposted at: www.uk.coop/careers

Application deadline:
Midnight, Wednesday 17 April 2024

Interviews:
Week commencing 29 April 2024, Manchester

Direct any queries to:
recruitment@uk.coop

CVs sent directly to this email will not be considered.

