



Forever Manchester Recruitment Pack

Forever Manchester is all about...

- ∞ Giving everyone the opportunity to be happy.
- ∞ Putting smiles on the faces of our local communities.
- ∞ Supporting local people transforming the lives of others.
- ∞ Bringing local people together to create something special.
- ∞ Caring about those people who care enough to act.
- ∞ Championing local people doing extraordinary things together.

Welcome

Thank you for your interest in applying for the role of Senior Consultant.

This is the Place.... I'm sure that you will have heard the poem, This is the Place; sadly, made world famous when it was recited by its author Tony Walsh on the steps of Manchester Town Hall following the tragic events that unfolded at the Manchester Arena in 2017.

But did you know that the poem was originally commissioned by Forever Manchester in 2012 to not only capture the right words to explain what Forever Manchester does, but to embody the belief, passion, and enthusiasm that we all felt about the work we do.

If you've never heard it, check it out at: ForeverManchester.com/this-is-the-place-fm

So, if you love this place, its people, its history, its music, its energy and its soul. If you were born here or drawn here, then This is the Place you'll want to work.

We care deeply about our team members, so we make sure our jobs give you real purpose and meaning and that your passions and strengths, work and effort are recognised and rewarded with enthusiasm and loyalty.

We provide a supportive culture and promote mutual respect and trust and we provide continual opportunities to learn, evolve and grow within your role.

We have built a team of people who like each other and care about each other, because we know that we often spend more time with our work colleagues than we do with our own families.

So if this sounds like something you'd like to experience, let's get started.

Inside this pack you will find information about the Senior Consultant's role and more about our work.

To represent Greater Manchester in all its diversity, our people must reflect our work. At Forever Manchester we are committed to challenging ourselves to be more inclusive and diverse in how we operate. This includes our recruitment experience. We have a series of commitments to help us attract diverse talent and throughout our recruitment process, we will:

- ∞ Ensure a diverse interview panel wherever possible.
- ∞ Provide additional accessibility support for applicants, where requested.
- ∞ Share first-stage interview questions with candidates beforehand.
- ∞ Always advertise the salary for our vacancies.

With my thanks and best of luck with your application.



Nick Massey
CEO, Forever Manchester



Our Purpose

Forever Manchester is the only charity that raises money to fund and support community activity across Greater Manchester.

Our Mission

Helping Local People do
Extraordinary Things Together.

Our People

Our organisation is built on the compassion and expertise of our staff, trustees and volunteers who come from diverse backgrounds, with different skills, experience, and perspective.

Our Behaviours

We aspire to be flexible, enthusiastic, show initiative, have passion, a sense of humour and be a good team player.



About Forever Manchester

Forever Manchester is the only charity that raises money to fund and support community activity across Greater Manchester. We believe that connected communities make stronger, happier communities, so we love any activity that brings people together.

In every neighbourhood across Greater Manchester there are thousands of people involved in community activity. In fact, at any given time there are an unbelievable 20,000 local grassroots projects of varying sizes and interests taking place.

These activities are the lifeblood of our neighbourhoods, they are happening right now on our doorsteps, and they are being run by people who give up their precious time to make our communities happier and safer places to be.

Forever Manchester cares about those people who care enough to act. We champion local people doing extraordinary things together. And when advice, encouragement and funding is needed, Forever Manchester is there to provide a hand up to support them.

Since Forever Manchester was established in 1989 we have delivered over £59 million into local communities. All of the money raised for Forever Manchester is used to fund and support over 1,300 community projects each year. This means we will have supported community activity within one mile of your home or business if it's in Greater Manchester.

Forever Manchester is a charity for people round 'ere, supporting community activity year in and year out. But to do all this great stuff we need to raise money. Thanks to the generosity of companies and individuals, we can create something special right across Greater Manchester, keeping it great.

Join the movement.
Get involved.

ForeverManchester.com

About Forever Consulting

Forever Consulting is a trading subsidiary of Forever Manchester. That means all the profits from our consultancy projects are reinvested in Forever Manchester and local community activity.

We were established in 2017 and provide social and economic research and consultancy services across the UK with enthusiasm, integrity, and creativity.

What Defines Us?

- ∞ We go beyond the data. We explore what's really going on. Our clients enjoy independent and honest advice, helping them make sound decisions.
- ∞ We enjoy analysing complex data and evidence from a variety of sources. We communicate information with clarity and in a compelling way.
- ∞ We love engaging a diverse range of stakeholders and communities, and we use a blend of approaches to ensure their voices and experiences are heard in a meaningful way.
- ∞ We employ people who are highly skilled, who genuinely care and who want to make a difference.

Our Expertise

Our team is a mix of community engagement specialists, economists, social researchers, and a planner. We work across four broad areas:

- ∞ Research and strategy.
- ∞ Business cases and impact assessments.
- ∞ Performance management and evaluation.
- ∞ Stakeholder and community engagement.

Our Clients

Our clients include local authorities, charities, community organisations, private developers and housing associations. We also work alongside partner firms in multidisciplinary teams including planners, architects, landscape architects, urban designers, and other specialists.

ForeverConsulting.co.uk

Role Profile

Job Title:	Senior Consultant
Responsible to:	Claire Slade, Senior Associate Consultant, Forever Consulting.
Hours of work:	35 hours per week. Part-time applications will also be considered.
Location:	Central Manchester (hybrid working available).
Salary:	£30,000 to £40,000 per annum.

Overview of the Role

Are you a social and/or economic researcher? Do you want a career with a good work/life balance and an employer that is motivated by social value rather than profit?

We are expanding our team and looking for a Senior Consultant. The role is varied and will cover a range of tasks. This will include supporting our Project Managers by undertaking primary and secondary quantitative and qualitative research and analysis.

We are looking for someone who has strong research and analytical skills and enjoys generating insight and telling stories from data.

This is your chance to join a fun, highly motivated and passionate team and use your talents to make a real difference to people's lives.

Personal Qualities

We are looking for someone with the following personal qualities:

- ∞ Friendly and approachable, with a warm, supportive manner.
- ∞ Self-motivated, practical and enthusiastic, with a 'can do' attitude.
- ∞ Positive, resilient, flexible and able to cope well under pressure.
- ∞ Willingness to be innovative and creative – and have the tenacity to bring your ideas to fruition.
- ∞ Have a natural curiosity to dig into data to find out what the real story is.
- ∞ Committed to your own personal and professional development.
- ∞ Committed to equal opportunities and able to demonstrate this in practice.
- ∞ Committed to Forever Manchester's purpose, mission and behaviours.

Key Responsibilities

This list is not exhaustive, and is an indicator of key duties and responsibilities, rather than a task list.

- ∞ Undertaking primary and secondary quantitative and qualitative research and analysis, such as:
 - Providing key data and intelligence for our projects.
 - Designing, running, and analysing questionnaires, interviews and focus groups.
 - Designing and uploading content for our online consultation platform.
 - Constructing Excel models for Cost Benefit Analysis or Social Return on Investment Analysis.
- ∞ Supporting report writing and presentations.
- ∞ Supporting business development by helping with preparing tenders to win new work.
- ∞ Ensuring quality of our outputs. This may include reviewing and formatting reports and presentations, and collecting client feedback.
- ∞ Contributing to the wider activities of Forever Manchester, as appropriate and depending on workload.

Knowledge, Skills and Experience

Please use the covering letter to tell us your knowledge, skills and experience in the following areas.

However, do not worry if you do not have all the following, we can help support you in areas where you have limited experience:

- ∞ Research skills including both qualitative and quantitative approaches. This may include:
 - Interviews (face to face, telephone and online).
 - Focus groups and workshops.
 - Survey design and analysis.
 - Collating secondary data.
- ∞ Analysing data to generate insight.
- ∞ Report writing.
- ∞ Strong analytical and technical skills. This may include Excel, GIS, online engagement tools, Survey Monkey, as well as Word and PowerPoint.
- ∞ Use and knowledge of relevant socio-economic datasets/sources.
- ∞ Written and verbal communication skills.
- ∞ Attention to detail including reviewing your own work and that of others.
- ∞ Self-motivated and able to work on own initiative within a team environment.

What We Can Offer

At Forever Manchester, we want people to grow and succeed.

Alongside our values, we expect everyone to display the behaviours needed to contribute to our mission and purpose (see 6 behaviours in the diagram right).

In return we seek to offer an inclusive, rewarding, and collaborative environment and a number of benefits.



Key Highlights Include:

Stay and grow

- ∞ 30 days holiday (38 incl. bank holidays) pro rata.
- ∞ Team training and development opportunities.
- ∞ Up to 10% employer match contribution pension scheme.

Keeping healthy

- ∞ Healthcare scheme.*
(access to healthcare services such as Medical Diagnostics, Medical Treatment and Surgery, Physiotherapy, 24/7 GP and Mental Health helplines.)
- ∞ Health Cash plan scheme.*
(cash back for your dental, optical purchases)
- ∞ Flexible working.
- ∞ Up to 3 x 'close-down' days over Christmas.
- ∞ Birthday day off.

Great environment

- ∞ Hybrid working is supported.
- ∞ Monthly full team get togethers in the office.
- ∞ Quarterly staff socials.
- ∞ Rewards platform.*
(e-vouchers, promo codes and pre-discounted websites allowing you to save money instantly at hundreds of top retailers.)
- ∞ Opportunities to engage with our Board of Trustees.

** Upon completion of 6 months' probation*

Forever Manchester is proud to be affiliated to and support:



How to Apply

Please submit your CV and covering letter to claire.slade@foreverconsulting.co.uk by 1pm Monday 25th September 2023.

Please clearly outline your experience and how you meet the requirements of the role by addressing each point in the 'knowledge, skills and experience' section within your covering letter.

If you do not include a covering letter with your CV, your application will not be considered.

At Forever Manchester, we are committed to ensuring that how we are governed, our team and our partnerships all reflect the true diversity of the communities we support.

Forever Manchester is committed to increasing accessibility for people from diverse backgrounds to join our team. We seek to collect equalities data at the first stage of application so we can analyse and challenge where and how we recruit.

We encourage candidates to complete a diversity monitoring form for this reason. Equalities data is collected and stored separately to applications to adhere to data regulations. We aim to appoint the most suitable candidate at all times, and welcome applications from people from all different backgrounds.

If you are a close contact or family member of any current employees of Forever Manchester, please mention this in your covering letter so that we can ensure that they are not part of any of the decision making processes for this round of recruitment.

Recruitment Timetable

Deadline for Applications:

1pm Monday 25th September 2023

Interview:

w/c 9th October 2023

Please let us know if you will require any special provision because of any disability, should you be called for interview.

Queries

If you have any queries on any aspect of the appointment process, need additional information or would like an informal chat about the role, please contact Claire Slade, Senior Associate Consultant via email.

claire.slade@foreverconsulting.co.uk

Thank you for your interest.

Forever Consulting

1st Floor, Phoenix House

45 Cross Street, Manchester, M2 4JF

0161 214 0940

contact@foreverconsulting.co.uk

ForeverConsulting.co.uk



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