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| Macc_Strap_COLsmall | **HOUR Manchester Project Coordinator**  **Job Description** |

**Salary:** £26,539

**Hours:** 35 hours per week. Attendance at evening meetings may be required. Time off in lieu is available.

**Period of Contract:** Fixed Term 12 months (any extension will be subject to funding and business

need)

**Responsible to:** Active Communities Manager (Macc)

**Main purpose of the post**

To co-ordinate and facilitate the delivery of HOur Manchester, a citywide project to bring together those with an interest in Timebanking, mutual support and community economies to develop a new approach with the people and organisations of Manchester based on sharing, exchange, collaboration and reciprocity.

**Main duties**

**Support and facilitation**

* Recruit a range of people to a cross-sector Working Group including people from existing Manchester Timebanks and other groups and partner organisations that have expressed an interest in getting involved.
* Ensure all project activity operates to the same principles of collaboration, mutual support and that these are reflected in project policies and procedures.
* Promote a culture of creative thinking and co-produced approaches.
* Support the Working Group to explore ways of addressing community priorities by shaping and steering activities in the moneyless economy which provide reward and recognition arrangements for earning and spending digital currency so these reflect community priorities.
* Work with the Chair of the Working Group to facilitate the building of a shared vision for HOur Manchester, with clear priorities and a deliverable action plan with realistic timescales.
* Report progress regularly against the agreed action and implementation plan. Reporting progress to and reviewing this with the Chair of the Working Group.

**Building collaboration**

* Increase understanding of the possibilities of community Timebanking, mutual support, asset-based approaches and new ways of working that ensure that communities are always part of the solution.
* Bring together a diverse group of people and organisations together to champion this kind of approach across the city. Build working relationships with a wide range of partners including local residents, community Timebanks, VSCE, public sector organisations, local businesses and the City’s cultural and leisure offers.
* Create platforms and spaces for local people and organisations to come together and support each other based on sharing, exchange, collaboration and reciprocity.
* Build and maintain links with partners in the research and development arena of community-led local economies and community currencies and economic development.
* Collaborate constructively with Macc’s co-delivery partner, Groundswell Research Associates Ltd, plus other partners including existing Timebanks, local organisations and Manchester City Council to help deliver the Our Manchester Strategy

**Developing Timebanking**

* Developing a Manchester-wide Timebanking network that supports the creation of new Timebanks as well as preserving a local identity for existing and established Timebanks.
* Raise awareness of Timebanking and cashless helping/sharing mechanisms engaging public, private and community sector organisations to understand how they can participate in and benefit from a collaborative/sharing economy that reduces dependency on money.

**Developing a Community Economy Approach**

* Making the most of national and international learning, promote the sharing of assets and resources within moneyless community economies.
* Supporting local examples of communities exploring solutions to local challenges that involve asset sharing, collaboration, mutual aid and reciprocity and use community currencies.
* Work with partner organisations to support the development of a complementary community economy in Manchester and enabling infrastructure.
* Contribute to the development of a digital community currency platform. Helping specify design, acceptability and operating requirements.

**Project Development, Monitoring & Evaluation**

* Work alongside the Active Communities Manager, and the Working Group, to develop and sustain the project through income generation.
* Record and monitor the impact of the project, update and maintain databases accurately, and provide verbal and written reports as required
* Demonstrate the positive impact of HOur Manchester through a range of methods including collection of data on participants (individuals and organisations).

**General**

* To uphold and promote the purpose, beliefs and values of Macc.
* To work collaboratively within the teams and take on other appropriate responsibilities as required.
* To contribute to income generation and general fundraising, including providing charged for services on a consultancy basis where required.
* To undertake training as required.
* To contribute to the development of policy and good practice within Macc
* To work in accordance with Macc’s Equal Opportunities statement and other relevant policies.
* To be responsible for your own health & safety and that of our colleagues, in accordance with the Health & Safety at Work Act.
* To work in accordance with the Data Protection Act and Macc policies on Data Protection and Open Data.
* To carry out the above duties, and any other reasonable duties commensurate with the responsibilities of the post.





