

Programme Coordinator

Separated Young People

Job Pack



GMYN

Salary: £27,803

Hours: Full-time, 35 hours per week

Base: GMYN office, with opportunities to work from home

Deadline: Monday 24th August - 9am

#YoungPeopleCan

A warm welcome from GMYN!



Thank you for showing an interest in joining GMYN. The charity has been supporting young people since 2007 and has helped transform many lives across Greater Manchester. Our focus is on supporting young people who have experienced trauma or lack a strong support network, providing them with a safe, nurturing space to learn and grow.

This is an exciting new role to embed self-advocacy across the organisation to support care experienced young people. You would be joining a passionate and highly skilled team, all wanting to make a difference to young people's lives. We look forward to hearing from you!

About us...

For many young people, moving towards a positive future isn't easy. At Greater Manchester Youth Network (GMYN) our vision is #YoungPeopleCan and our goal is that young people are safe, heard, and capable of great things.

We pride ourselves on being an exciting, innovative and transformational youth charity, focused on changing the lives of young people facing multiple disadvantages. Through the delivery of more than 25 projects, we help young people aged 10-25 to strengthen social connections, improve wellbeing, increase confidence, develop skills and have a say on issues that matter to them.

For nearly 20 years we have positively impacted the lives of more than 16,000 young people, many of whom face significant and overlapping challenges in their daily lives, working primarily with:

- Care experienced young people.
- Separated young people and unaccompanied asylum-seeking children.
- Young people who are disabled and neurodivergent.
- Young people who are not ready for work.

Impact

Our programmes aren't delivered to young people; they're co-designed with them. We believe that young people being actively involved in shaping, leading and evaluating the programmes that they take part in is transformational, builds confidence and develops decision making skills.

Our intended outcomes are that young people:

- Improve wellbeing.
- Strengthen social connections.
- Develop new skills.
- Boost their contribution to their community.
- Increase confidence.
- Shape systems.



Our Values

At GMYN, **inclusivity**, **empathy**, and being **youth friendly** is the lens in which we operate. We want to go above and beyond and feel that our values demonstrate this:

We show **compassion**, creating a supportive and nurturing environment where everyone part of GMYN can thrive and feel valued.

Fun is at the heart of GMYN, making every experience enjoyable and engaging.

Throughout GMYN, **creativity** shapes everything we do, ensuring innovative programmes and inclusive activities that engage and inspire.

With **courage** at our core, GMYN strives to create transformative change, fearlessly innovating and advocating for young people.

Continuous **learning** is core to what we do ensuring we reflect, adapt, and evolve to better meet the needs of the young people we support.



IDEA (inclusivity, diversity, equity and access)

GMYN aims to create an inclusive welcoming environment for young people and all those who work or volunteer at GMYN or wish to join **#TeamGMYN**.

GMYN is ambitious about inclusivity, diversity, equity and access. If you've got the right skills and experiences, we want to hear from you. We actively encourage applications from people of colour, people from working class backgrounds, disabled and neurodiverse people, and/or people who have relevant lived experience of the challenges we help young people to tackle.

All applications are welcomed, and each will be assessed on its own merit. Many of our staff work flexibly in many ways, including part-time and job share. Please talk to us at interview about the flexibility you need. We can't promise to give you exactly what you want, but we do promise not to judge you for asking.

The role

Since 2019, GMYN has delivered dedicated support for separated young people across Greater Manchester. Our newly funded Beeing Together project builds on this foundation, providing high-quality opportunities and tailored support for separated and age-disputed young people, while developing a sustainable model of support that creates long-term impact.

We are looking for a Programme Coordinator to join our dedicated Beeing Together team. This is a role focused on delivering high-quality, engaging, and trauma-informed support directly with young people, while contributing to the wider development of the project.



You will build trusted relationships with separated and age-disputed young people, deliver group activities and one-to-one support, and work alongside partners to create opportunities that help young people achieve their goals. You will also contribute to youth voice, partnership working, and the ongoing learning and development of the project.

In practice, this means you might spend part of your week delivering group activities such as English conversation groups, life skills sessions, creative activities, sports, or community-based opportunities, and the rest providing individual support, coordinating delivery, building relationships with partners, and supporting project development.

Key responsibilities



- Develop trusted relationships with separated and age-disputed young people, providing consistent, strengths-based support that recognises their experiences and aspirations.
- Plan and deliver engaging group sessions and one-to-one support using youth work principles, trauma-informed approaches, and inclusive practice.
- Work with young people to identify goals, overcome barriers, build confidence, and access opportunities that support their wellbeing and independence.
- Ensure young people are actively involved in shaping, evaluating, and influencing the project through co-production and participation approaches.
- Develop positive working relationships with referral agencies, statutory services, voluntary organisations, accommodation providers, and other key stakeholders.
- Work with partners and stakeholders to raise awareness of the project and support referrals and engagement from young people.
- Support the Beeing Insight Network by sharing learning, contributing to discussions, and helping improve support for separated and age-disputed young people across Greater Manchester.

- Ensure all activities are delivered safely and that safeguarding responsibilities are embedded throughout all aspects of the project.
- Maintain accurate records, monitor progress, and contribute to evaluation and reporting using GMYN's project management systems.
- Support planning, administration, communications, budgeting, and reporting to ensure effective delivery of the project.
- Engage in reflective practice and use feedback, insight, and learning to continuously improve support for young people

Person Specification

We welcome applications from people of all backgrounds and experiences. We recognise that everyone brings unique strengths, perspectives, and insight.

If you believe you can thrive in this role and align with our values, we encourage you to apply, even if your experience doesn't match every requirement.

Skills & Experience

- Experience of working with separated, age-disputed, care-experienced, or other vulnerable young people.
- Experience of delivering youth work, activities, or projects with young people.
- Understanding of the experiences and challenges faced by separated and age-disputed young people, including the UK asylum and social care systems.
- Experience of building and maintaining effective partnerships with organisations and professionals.
- Understanding of youth work principles and trauma-informed approaches.
- Experience of planning, coordinating, monitoring, and evaluating projects or activities.
- Commitment to safeguarding young people and vulnerable adults.
- Commitment to inclusion, accessibility, and youth voice.
- Ability to communicate effectively with young people and professionals from a range of backgrounds.
- Ability to reflect on practice and demonstrate learning in line with organisational values.



Our offer...

In 2025 we received membership status for the GM Good Employment Award. This means we have gone through a rigorous process to ensure that we are the best employer we can be in the following areas – secure work, flexible work, pay, engagement & voice, recruitment, people management, health & wellbeing.



In essence, we care about staff and strive to support them to be happy and succeed in the workplace. We have recently completed the Bronze Trauma Quality Mark. This means that we are trauma aware and strive to do everything through a trauma lens.

All staff receive the following offer:

Annual Leave: All staff receive 25 days of annual leave in addition to the public bank holidays, pro rata. This offer rises after three years employment with an extra day each year (capped at 30 days). We also provide additional "Gift Days" during Christmas when the office is closed.

Flexible Working: We operate flexible working hours and working from home policies to allow you to fit your personal commitments around your work.

Remuneration: We are a living wage employer, benchmarking salaries and reviewing annually. We provide development opportunities for staff to experience key themes such as project management, staff supervision and other areas of the organisation to help with role/salary progression.

Celebration leave: GMYN allows all employees to take a day off from work each year to celebrate their birthday or a religious celebration.

Wellbeing Days: Staff receive five annual 'no-questions-asked' days off, taken as needed to reduce stress and support mental wellbeing as part of their holiday allowance.

Emergency leave: Staff are allowed time off to deal with an emergency or other situations which have an impact on their ability to work. GMYN pay full salary for up to 5 days a year pro rata for staff to deal with an immediate situation that is out of their hands and unplanned.

Pension: We offer a salary sacrifice 8% pension scheme with 3% employer contributions.

Employee Assistance Programme (EAP): Staff have access to a 24/7 service offering a wide range of support.

Volunteering/Development hour: GMYN allows all staff members the opportunity to take one hour out of their working week to either volunteer or engage in a development hour.

Social Value: GMYN takes pride in our social value and environmental impact, continually seeking team-led ideas to drive improvement.

Cycle to Work Scheme: GMYN provides the Cycle to Work scheme, supporting staff to buy a bike, with the cost of the equipment repaid by the employee through salary sacrifice.

How to apply

Please apply via Charityjob by visiting this [LINK](#)

This platform enables us to do blind recruitment and ensures that our recruitment processes are fair and equitable.

Your invitation to interview will be based on how you demonstrate that you meet the points in the person specification. We will consider skills and experiences from previous roles and encourage applicants to demonstrate how they can be transferable to this role.

In your application, please answer the questions below. Please ensure that your answers are no longer than 200 words. Your answers may be marked down if you exceed the word limit.

Alternatively, you can send an audio application if you prefer. If you send audio, please ensure that the answers are no longer than 2 minutes. Please send audio files to jobs@gmyn.co.uk

While we acknowledge that candidates might use AI to write their applications, we prefer to hear from their authentic selves.

Questions

1. Please describe your experience of designing or delivering activities or sessions for young people. What was your role, what challenges did you face, and what impact did your work have?
2. Please tell us about your understanding of the needs of separated or age-disputed young people, the UK asylum system and/or social care. Please provide examples to demonstrate your understanding.
3. Tell us about your approach to partnership working. How has this helped to improve outcomes for young people?
4. Describe how you have monitored and evaluated the impact of a programme or service. How did you collect and use evidence, report findings and use learning to improve your practice?
5. This role requires a strong commitment to safeguarding, inclusion, accessibility, and ensuring young people's voices shape our work. Please describe a situation where you demonstrated these values.

Closing date: Monday 24th August 9am.

Interviews will take place on 28th August and 1st September.

If you have any further questions about this role, please email jobs@gmyn.co.uk



Safer recruitment and additional info



In line with our safeguarding policy and safer recruitment practices, all shortlisted candidates will be required to complete a complete a self-disclosure form outlining any offence that may prevent them from taking the role. The successful candidate must undertake an Enhanced DBS check, and references will be required before a job offer can be confirmed. Please note that having a criminal conviction is not an automatic barrier to employment at GMYN.

We are offering prospective candidates the opportunity to visit our offices or a project to gain an insight into our work. There is no expectation for candidates to do this, and visits will not have any bearing on the outcome of an application. Please contact jobs@gmyn.co.uk for more information or if you have any other questions about the role.

Candidates who meet the person specification and score the highest will be invited to an initial screening interview. The candidates that score the highest in this, will then be invited to an interview at our offices.

We aim to make our interviews as relaxed as possible as we want to get the best from candidates. With this in mind, we send shortlisted candidates, some of the interview questions beforehand. Please let us know if you need any support to attend an interview. Unfortunately, we are unable to change the dates of the interview.

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