



SUPPORTER



Recruitment Pack

Live Well – Strategic Lead

Closing Date: 23rd November

Interview Date: 3rd December

Who we are

At Bury VCFA we're proud to champion the vital role the VCSE sector makes to the people and communities of Bury.

Set up 5 years ago, Bury VCFA is here to develop the capacity of VCSE sector groups and organisations and connect people into the wealth of volunteering opportunities in the Borough.

We support the voice of the VCSE sector through our networks and strategic representation across a wealth of themes including health and social care, children and young people, community safety, skills and employment and the environment.

We promote the sector, championing its role strategically and acting as a catalyst for the sector's involvement in the design and delivery of local services.

We are looking to add to our committed team of staff to ensure we continue to deliver quality services that meet the changing needs of the VCSE sector in Bury.

For more information about our services, please visit www.buryvcfa.org.uk



How we work

Our vision is simple. All of our work is focused on

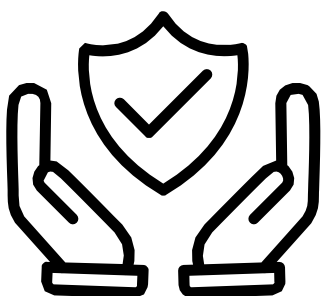
“Improving the lives of local people”

How we work both as an organisation and as individual staff members is captured in three key principles



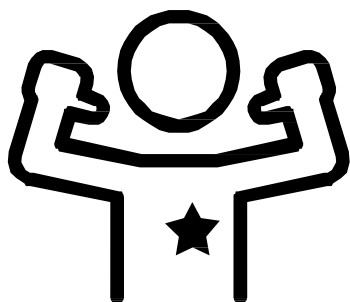
We're Collaborative

- We work together to create solutions
- We are open to new ideas and ways of working
- We are a movement - connecting groups and communities



We have Integrity

- We bring together a range of knowledge and expertise
- We are a trusted safe pair of hands, delivering a high quality service



We are Proud

- We are proud to be part of Bury and the communities we serve
- We are passionate about our communities, the sector and the people of Bury

What we do

Our work aligns with the four key functions of Local Infrastructure as identified by NAVCA (National Association for Voluntary and Community Action) for which we're proud to have received accreditation in April 2023.



We provide volunteering and organisational development support to the VCSE sector in Bury - helping to build its capacity to enhance the quality of life for individuals and local communities. We promote the sector, championing its role strategically and acting as a catalyst for the sector's involvement in the design and delivery of local services. [Our full strategic plan](#) can be found on our website.

PARTNERSHIPS AND COLLABORATIONS



Creating opportunities and driving effective joint working by building networks of local organisations and strategic partners.

LEADERSHIP AND ADVOCACY



Mobilising and encouraging community action, strengthening our sector's voice and influence on key decision-makers and funders.

CAPACITY BUILDING



Providing practical support and opportunities for people to develop skills in their local community, so that they can achieve their goals and aspirations.

VOLUNTEERING



Building an environment in which volunteers and their communities thrive, by encouraging and nurturing volunteering opportunities.

**At Bury VCFA we
offer a range of
benefits to ensure
you feel supported
and connected**



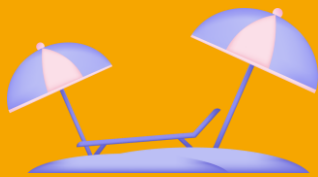
**35 hour full time
working week**



**Flexible working
policy**



**Real Living
Wage Employer**



**25 days annual leave
plus bank holidays
(pro rata)**



**Additional holidays
for continuous service**



**Training and
development
opportunities**



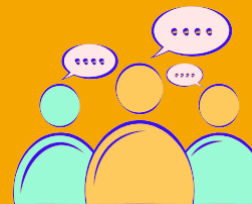
**IT resources to keep
you connected**



**Career progression
opportunities**



**5% employer
pension
contribution**



**Regular team
meetings and
networking**



**Access to our Hospital
Saturday Fund plan**

Live Well Strategic Lead	
Salary	£38,000k (depending on experience)
Hours of Work	35 hours per week (Full Time)
Contract	Fixed Term (1 Year Contract) Secondments will be actively considered
Benefits	5% Pension Contribution 22 Days annual leave + 3 concessionary days + bank holidays (pro-rata)
Location	Hybrid (Home / Office / Community)
Responsible to	Chief Officer
Responsible for	Project staff, volunteers, and delivery partners related to the Live Well Programme
Special Conditions	Occasional evening or weekend work
Area of Work	Bury with occasional travel across Greater Manchester

Who we're looking for

We're looking for a dynamic leader with a passion for community health and inclusion to lead our innovative Live Well Programme in Bury. This strategic role will spearhead the development of the Live Well offer in Whitefield, working alongside residents, local groups, and public services to shape a sustainable model that supports people in live well in their community.

You'll be:

- A strategic do-er – someone who can translate big ideas into tangible actions that make a real difference on the ground.
- Community-minded – you understand the power of people and place, and you're passionate about improving lives through meaningful engagement.
- Collaborative and confident – you can bring people together across sectors and levels, keeping everyone focused on shared goals while maintaining trust and accountability.
- Organised and flexible – you can manage multiple priorities, timelines, and relationships in a fast-paced, evolving programme.
- Inclusive in approach – you ensure no one is left behind, working proactively to include voices that are often underrepresented.

You don't need to have done this exact role before — if you've led programmes, worked with communities, and know how to build something new from the ground up, we'd love to hear from you. Above all, we're looking for someone who shares our values and is excited about being part of something that could transform how people in Whitefield and beyond live well.

What you'll be doing

This new role will lead the implementation of the Greater Manchester Live Well Programme in Bury, with a specific focus on developing and activating a Live Well offer within Whitefield. The postholder will help shape a local model that connects residents with inclusive health and wellbeing opportunities, enabling people to live well in their communities.

The role will work closely with VCSE organisations, statutory partners, and local communities to activate a physical and social space in Whitefield that supports community connection, health improvement, and collaborative working — aligned with the broader Live Well vision.

Main Responsibilities

Strategic Leadership

- Work alongside cross-sector colleagues to support the activation of the Whitefield Live Well Centre and associated offer as a model of place-based wellbeing.
- Embed the programme within borough-wide strategic plans (e.g., Bury's "Let's Do It!" strategy, Locality Plan, VCSE and Public Sector Memorandum of Understanding).
- Represent Bury VCFA in regional Live Well conversations and GM forums as appropriate.
- Contribute to wider system change by identifying and sharing best practice from the Whitefield pilot across other Bury neighbourhoods.
- Support collaborative funding bids and joint commissioning models to support the Live Well spaces and places within the neighbourhood model of working.

Community and Partnerships

- Facilitate participatory approaches to co-produce and design the Live Well offer with communities and anchor organisations to ensure it is community-led, culturally competent, and inclusive.
- Build trusted relationships across statutory, VCSE, and resident groups.
- Support local organisations in aligning services and activities with the aims of the Whitefield Live Well approach.
- Champion and lead inclusive engagement strategies to reach underrepresented groups
- Support the development of sustainable commissioning and funding approaches in collaboration partners, aligned to the Bury Model of Integrated Neighborhood Working.

Operational Oversight

- Working alongside system partners to support the active delivery of Live Well activities and services in Whitefield, ensuring alignment with community needs and strategic priorities.
- Promote the Live Well offer through communications, events, and outreach in Whitefield and borough-wide.
- Work alongside our capacity building team to support the development of grassroots activity, volunteering, and peer-led wellbeing opportunities within the centre and surrounding area.
- Monitor budgets, track outcomes, and contribute to reporting and funding applications to support sustainability.
- Capture stories and evidence of impact to inform future development and promotion.

Person Specification

Skills

Excellent programme/project management and planning skills.
Ability to engage and influence a wide range of partners, from community members to professionals.
Ability to lead and inspire multidisciplinary teams
Excellent written and verbal communication skills, with the ability to engage effectively with people from a range of backgrounds.
Skilled in community development and participatory approaches.
Strong facilitation and public speaking skills.
Budget management and outcome reporting experience.
Self-motivated and flexible; able to organise and manage competing priorities and workload. Adaptable to change whilst ensuring the successful delivery of agreed plans.
Confidence using digital technology, including proficiency in office applications, CRM systems and other digital tools

Knowledge

Knowledge of the role of the VCSE sector in Bury, including its role in supporting wellbeing
Understanding of health inequalities, community resilience, and the wider determinants of health.
Familiarity with models of community hubs, social infrastructure, and partnership-based delivery.
Understanding of Greater Manchester's Live Well/Population Health approach or similar place-based frameworks.
Knowledge of Bury's neighbourhoods, especially Whitefield, is desirable.

Experience

Experience leading or coordinating community-based programmes, ideally related to health or wellbeing.
Experience navigating complex public/VCSE systems and influencing at senior levels.
Experience in partnership working, facilitation, and cross-sector collaboration.
Previous involvement in setting up or activating community spaces, centres, or hubs.
Experience in community engagement, co-production, and inclusive practice.
Line management or volunteer coordination experience.
Experience securing or managing external funding (desirable)

Behaviours

A commitment towards Bury VCFA's mission in supporting a vibrant Voluntary, Community & Faith sector in Bury.

Collaborative and open to learning and reflection.

Passion for reducing health inequalities and supporting community wellbeing.

Able to network and positively represent the organisation

Able to work flexibly – including evenings and weekends.

Commitment to inclusion, equity, and community empowerment.

Personal alignment with Bury VCFA's values: collaboration, integrity, and pride.

Other Duties

To take responsibility for individual administration and attend team meetings and mandatory training.

To act as a primary key holder for Bury VCFA, supporting access to the building during normal working hours.

To perform any other duties commensurate with these responsibilities, the needs of the organisation, the grade of the post and the skills and qualifications of the postholder.

This job description is intended as an outline of the general areas of activity and responsibility for the post holder and may be amended considering the changing needs of Bury VCFA.

To apply for this position, please submit:

- Your CV (2 pages max)
- A supporting statement which describes how you meet each of the competencies in the person specification (2 pages max)
- Equality and Diversity Monitoring Form
- Please return to admin@buryvcfa.org.uk **by midnight 23rd November 2025**. Interviews will be held on **Wednesday, 3rd December 2025**.
- Contact for informal discussion: Helen Tomlinson – helen.tomlinson@buryvcfa.org.uk / 0161 5185550

Key reading:

[Let's Do It! strategy - Bury Council](#)

[Bury VCFA Strategic Plan 23-26](#)

[Bury MoU between the VCSE, Health and Public Sector](#)