

THE BRICK

QUEENS HALL ACTION ON POVERTY

JOB DESCRIPTION: **Brick Works Lead – Partnerships and Engagement**

- Job Title:** The Brick Works Lead - Partnerships and Engagement
- Contract:** To 31st March 2027 – with potential to extend if additional funding secured
- Salary:** **£29,106.95** plus benefits Pension, Life Ins, Health Plan, Casual Dress Code
- Hours:** 37.5 hours per week, over 5 days. Will involve weekend and evening work.
- Holidays:** 30 days including bank holidays plus birthday off
- Base:** The Brick Works, Wigan, WN3 4EN
- Responsible to:** To be confirmed
- Accountable to:** Queen's Hall Action on Poverty Trustees
- To Apply:** Please submit CV and Expression of Interest explaining why you would be an asset to our charity.

Please only register at this link <https://hr.breathehr.com/recruitment/vacancies/46504> when you are ready to submit your documents, applications without a covering letter will not be accepted

Please apply early as we reserve the right to close applications as soon as sufficient applicants have been received.

Closing Date: Interviews will be held ongoing

Summary:

The Brick is a growing charity with big aspirations for people in need within our community – all our work and practices are aligned with our values of Community, Compassion and Courage. We offer tailored support, hope, and opportunity to those looking to improve their quality of life. The purpose of this role is to lead the day-to-day delivery and development of The Brick Works site as a safe, welcoming and purposeful environment, while driving partnership working across a funded programme designed to support individuals facing homelessness, poverty and exclusion into volunteering, skills development and meaningful activity.

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This role will be central to delivering a relationship-based, trauma-informed programme that combines mentoring, digital skills, and supported volunteering. The post holder will manage site operations, coordinate delivery partners, and ensure that participants are supported to build confidence, stability and meaningful progression opportunities. Coordinate activities both on and off site, working collaboratively with partner organisations to deliver integrated, wraparound programmes.

DUTIES WILL INCLUDE:

Site Leadership – Brick Works

- Lead the day-to-day management of The Brick Works site, ensuring it is a safe, inclusive and engaging environment for participants, staff and partners
- Coordinate on-site delivery including workshops, drop-ins, mentoring sessions and volunteering activity
- Ensure consistency of delivery, staffing and presence to build trust and engagement within the community
- Oversee health & safety, safeguarding and operational compliance across the site

Programme Delivery & Participant Journey

- Oversee delivery of the Path to Purpose programme, supporting individuals experiencing homelessness, poverty and multiple disadvantage
- Ensure each participant has access to consistent, relationship-based support including mentoring and volunteering pathways
- Support the development of flexible engagement routes including drop-ins, structured sessions and one-to-one support
- Promote an asset-based approach, recognising strengths, aspirations and personal goals

Partnership Management

- Act as the lead point of contact for delivery partners including but not restricted to - MadLab, Armed Forces Community HQ CIC and Helping Support People.
- Coordinate multi-site delivery across Wigan and Leigh, ensuring consistency and quality across locations
- Develop and maintain strong relationships with community organisations, referral partners and stakeholders
- Ensure partnership delivery aligns with agreed outcomes, reporting requirements and funding expectations

Volunteering & Progression Pathways

- Work closely with the Volunteer Coordinator to develop and oversee supported volunteering opportunities across The Brick and partner organisations
- Create structured pathways from engagement → volunteering → skills → employment if applicable
- Work with internal teams (MultiBank, Food Community, Reuse, etc.) to embed meaningful opportunities

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- Support participants to build confidence, routine and transferable skills through real-world experience

Monitoring, Reporting & Impact

- Ensure accurate data collection, monitoring and reporting in line with funding requirements
- Track participant engagement, outcomes and progression
- Work with internal systems (CRM) to maintain accurate records and support evaluation
- Contribute to reporting cycles, including demonstrating impact and value for money

Community Engagement & Development

- Promote The Brick Works as a trusted community hub
- Support outreach and engagement activity to reach individuals furthest from the labour market
- Build relationships with local communities, encouraging participation and co-design
- Support the development of peer support and community-led activity

QUALIFICATIONS AND SKILLS

Suitable candidates should have:

Experience

- Proven experience in partnership working and multi-agency coordination
- Experience of working with individuals facing homelessness, poverty or complex needs
- Experience managing projects, programmes or community-based services
- Experience of leading or coordinating delivery across multiple sites or stakeholders

Skills & Knowledge

- Strong relationship-building and communication skills
- Ability to work in a trauma-informed, person-centred way
- Understanding of barriers to employment including mental health, housing instability and social exclusion
- Strong organisational skills with the ability to manage multiple priorities
- Confident in data collection, reporting and using IT systems

Personal Attributes

- Compassionate and courageous (aligned to Wigan Council's Progress with Unity)
- Adaptable and solutions-focused
- Committed to The Brick's values and asset-based approach
- Able to work flexibly and respond to changing needs

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PARTNERSHIP WORKING

The Brick is committed to delivering Wigan Council's Progress With Unity approach. We are looking for individuals who demonstrate innovation, creativity and a willingness to do things differently. This role requires strong partnership leadership, ensuring collaborative delivery that is responsive, flexible and grounded in real community need.

OTHER

Health and Safety

Maintain safe working practices in line with organisational policies, ensuring the safety of staff, volunteers and participants.

Safeguarding

Actively promote safeguarding and respond appropriately to concerns in line with policy.

Diversity

Promote equality, inclusion and dignity across all services.

Out of Hours

This role will require flexibility, including evenings and weekends, to support delivery.

GENERAL

The post holder will:

- Participate in supervision, training and development
- Attend internal and external meetings as required
- Maintain knowledge of relevant legislation and best practice
- Work in line with all organisational policies and procedures
- Undertake additional duties as required to support service delivery

SAFEGUARDING STATEMENT

Queen's Hall Action on Poverty is committed to safeguarding and promoting the welfare of all individuals. All staff are expected to share this commitment. This role is subject to an enhanced DBS check.