

Bolton

Together



Project Officer - Membership and Engagement Recruitment Pack

A Message from our CEO



We are proud to work in close partnership with other organisations to support children, young people and families to thrive in Bolton.

We are delighted that you are considering being part of this mission and joining our dedicated team. At Bolton Together we invest in our staff and each team member is given the opportunity to influence what we do.

We are a flexible, responsive organisation, with induction and support in place for each new team member and ongoing support within the role. We look forward to receiving your application to be part of our team.

Good Luck!

Bolton Together

Bolton Together is the consortium for the voluntary and community sector dedicated to children, young people and families in Bolton. We have 42 member organisations delivering a range of services to diverse families in Bolton. The main programmes that we deliver are IThrive, The Early Years Programme, and Youth Work programmes including the VCSE Family Hub Programme, the Holiday Activity and Food Programme in the school holidays and the Youth Against Violence Project. Our role is to secure and allocate funding to our members and facilitate our members partnership delivery.

<https://bolton-together.org.uk/>

Project Officer: Membership and Engagement

Location: Remote with regular travel into Bolton

Salary: £27,000 per annum
(Pro rata for full time hours of 35 hrs per week)

Annual Leave: 25 Days plus Bank Holidays

Contract: Part Time - 30 hours per week
1 Year contract (potential to extend subject to funding)

Deadline: 4PM Friday 20th June 2025.



We reserve the right to close this vacancy early if we receive a high volume of eligible applications. We encourage you to submit your application as soon as possible.

About Us:

At Bolton Together we work collaboratively with Bolton Voluntary, Community and Social Enterprises (VCSE) supporting children, young people and families. As a values-led charity, we work with our VCSE members to support families, young people and children, build inclusive networks, and amplify underrepresented voices.

We're now recruiting a **Project Officer: Membership and Engagement** to help us strengthen and support our membership, deepen engagement, and co-create meaningful experiences with and for our members and those who access the support they provide.

The Role:

- To be the first point of contact for our members, creating opportunities for them to network, share good practice and develop joint bids. To support the Programme Manager to embed quality assurance processes in collaboration with young people and parents and carers. To include young people and parent/carers in funding decisions, and support the Programme Manager to deliver projects that bring members together ensuring we're inclusive, responsive, and empowering in all that we do.
- In return you will be part of a growing, flexible organisation who prioritises your development, have access to a range of training opportunities and be part of a supportive and dedicated team.

To apply please email your CV and a covering letter (max 2 pages) , outlining your relevant experience with reference to the Person Specification by 4PM Friday 20th

June 2025 to boltontgether@boltontgether.org.uk

Applications generated using AI tools may not be considered.

Project Officer – Membership and Engagement – Job Description

Job Title	Project Officer: Membership and Engagement
Salary	£27,000 per annum (Pro rata for full time hours of 35 hrs per week)
Length of Contract	1 Year (potential to extend subject to funding)
Hours of work	Part time – 30 hours per week - to be agreed how these are worked.
Reporting to	Programme Manager: Children, Young People and Families
Base	A mix of homeworking and time in Bolton

Job Purpose

To be the first point of contact for members, creating opportunities for members to network, share good practice and develop joint bids. To support the Programme Manager to embed quality assurance processes in collaboration with young people and parents and carers. To include young people and parent/carers when allocating funding to members. To work alongside young people and parents in quality assurance processes. You will support the Programme Manager to deliver projects that bring members together, and ensure we're inclusive, responsive, and empowering in all that we do.

Main Duties

1. Support the recruitment and onboarding of new members and identifying gaps in membership.
2. Organise member events, workshops, and peer learning spaces.
3. Develop engaging communications (email, social, newsletters) for members.
4. Support the maintenance of accurate membership records and data.

5. Gather and share member insights and feedback.
6. Support the growth of funding panels to enable young people and parents to be represented.
7. Support membership engagement and the voice and influence of families and young people through our delivery programmes.
8. Supporting and reviewing membership and quality assurance processes across current and new members.
9. Work with colleagues to share good practice and co-produce new ways to engage our network and work in partnership.
10. Build relationships across the sector, ensuring diverse voices are welcomed and heard.
11. Contribute to the production of reports

Other Key Duties

1. To apply safeguarding procedures and to report as necessary
2. To support the organisation at meetings
3. To utilise social media to promote The Bolton Together offer and the programme outcomes
4. To attend Team Meetings, events and to undertake mandatory training
5. To support the collation and analysis of data for reporting of outputs and outcomes where appropriate
6. To work flexibly with some potential evening and weekend work by prior agreement
7. To perform own administrative duties as required for the post
8. To perform any other duties in line with these responsibilities, the grade of the post and skills and qualifications of the post-holder.

	Essential	Desirable
A degree/ equivalent qualification or experience where you have demonstrated strong administrative, organisational, communication and interpersonal skills.	E	
Relevant experience working with children, young people and families.		D
Ability to work effectively as part of a Team.	E	
Ability to support projects, events, or campaigns.	E	
Experience of working in the community and voluntary sector.		D
Understanding of the importance of the voice of the child/young person/ Parent/Carer in service delivery.	E	
An understanding of safeguarding practices or willingness to learn.	E	
Excellent verbal and written communication skills.	E	
Ability to write reports.		D
Ability to work collaboratively with a range of people and partners.	E	
Understanding of equal opportunities and equity of access.	E	
Willingness to learn and develop new skills related to the role.	E	
Ability to work independently, manage priorities, and meet	E	

deadlines.		
Computer literate in Microsoft office and social media platforms.	E	
Ability to utilise Canva to create reports, posts and engaging content.		D

We value authenticity and are looking for individuals who can demonstrate genuine interest and alignment with our role and mission. Please ensure your application and cover letter reflect your own voice and experience. **Applications generated using AI tools may not be considered.**