

Are you passionate about standing alongside asylum seekers and refugees in these challenging times?

Are you keen to provide high quality support to people facing multiple and complex challenges?



Growing Together Levenshulme Support Manager

Job Description, Person Specification and Application Process

Growing Together Levenshulme (GTL) known as 'the Garden', is a large, resilient community of refugees and people seeking asylum, centred around our thriving allotment in Levenshulme, Manchester. Members come from across Greater Manchester to access and receive support, enjoy gardening, art and sewing, and create a beautiful, relaxing space to enjoy together. We provide a comprehensive range of support to improve mental health, and build skills and community. Find out more on our website, <https://growingtogetherlevenshulme.org.uk>.

We are looking for someone to join our People Support Team which provides practical, emotional and crisis support to our members, both on site during sessions, and by phone throughout the week. You would co-manage support to our members alongside our existing Support Manager.

Our sessions run Tuesday mornings, Tuesday afternoons and Friday mornings, with special events held throughout the year. We have about 160 members, around 60 people attend each week.

GTL was entirely volunteer-run until 2021, when we recruited our first part-time paid post to lead our People Support work. In 2023, we welcomed a second part-time employee (Project Coordinator) to the team. GTL is a non-hierarchical organisation, managed collaboratively by volunteers and the staff team, taking direction from our members through well attended Steering Groups.

Main Purpose of the post:

- To work alongside our existing Support Manager and People Support volunteers to provide a comprehensive range of support to members of the Garden, during sessions and remotely, referring to and liaising with other services as required.
- To contribute to the smooth running of the non-gardening aspects of the project, supporting the team with the organisation and development of GTL activities and systems.

Outline terms and conditions

Position: GTL Support Manager

Hours: This post could be either 2 days (14 hours) or 3 days (21 hours) per week. To be determined by joint arrangement between GTL and the successful candidate.

Salary: £31,001 per annum pro rata (£12,400 if 2 days; £18,600 if 3 days per week)

In person availability at our allotment site on Tuesdays and/or Fridays is required.

Appointment: Fixed term, one year contract, with expectation to renew. Includes a 3-month probationary period.

Pension: NEST pension scheme

Reporting to: Supervisor. Accountable to: Trustees

Location: The GTL site at Highfield Allotments and remote work from home address

The People Support Team meet monthly, team debriefings take place after each session and supervision will be held monthly. An enhanced DBS is required for this role which we can arrange.

We are particularly keen to receive applications from people with lived experience of the UK asylum system.

The successful candidate must have the right to work in the UK.

GTL is a member of the Experts by Experience Employment Initiative who have useful resources and advice. <https://www.ebeemployment.org.uk/ebe>

Job Description

Support to Members:

- Establish relationships with and provide individualised support to members experiencing a wide range of challenging situations and mental health stresses
- Support people to resolve issues or concerns, advocating in partnership with them and referring to other services as needed (e.g. food banks, refugee organisations, mental health, legal and housing support)
- Develop an overview of members' support needs and provide regular check-ins, particularly with our most vulnerable members
- Mentor GTL's people support volunteers
- Work alongside other members of the People Support Team to review and plan support
- Be a first point of contact for GTL participants and referrers
- Keep up-to-date about local services and resources, building relationships with relevant partner organisations
- Identify, assess and manage risk and safeguarding issues, reporting any concerns
- Maintain awareness of confidentiality
- Decision-making and administration of GTL's Urgent Need Fund and other support funds

Supporting GTL Activities:

- Provide People Support during GTL sessions
- Ensure participants are positively engaged in activities and supported
- Foster culture of participant project ownership
- Work alongside other staff and volunteers around session set-up and clear up, ensuring sessions run smoothly and safely
- Support Project Coordinator with organising GTL events
- Support members to speak out for progressive change safely and on their terms

Project Management and Admin:

- Maintain relevant systems including case notes and financial records
- Contribute to the training and support of People Support Volunteers
- Contribute to the planning, delivery, development and evaluation of GTL's work
- Contribute to the overall management of GTL alongside other staff and volunteers, ensuring compliance with policies, procedures and legal frameworks

General Responsibilities:

- Treat all GTL staff, volunteers and participants with dignity and respect, adhering to GTL's core aims and values
- Maintain a professional approach to work
- Actively participate in People Support and full team meetings, supervision sessions and attend training as appropriate
- Maintain safe systems of work at all times, taking care of your own safety, that of colleagues and GTL members

This job description is not designed to provide an exhaustive list of tasks and therefore the post holder is expected to undertake any other reasonable duties within the scope of the post as specified by their line manager. This job description may be subject to joint review from time to time between the post holder and GTL.

Person Specification

Essential

- Excellent people skills and ability to work with others in an empathic, empowering way
- Experience supporting people who are under stress
- Awareness of issues around mental health, risk and safeguarding
- Understanding of some of the difficulties faced by asylum seekers in the UK and how we might offer support
- A commitment to facilitating GTL being led by our participants
- Good spoken and written English, ability to communicate across language barriers, and confident use of email, word documents and basic spreadsheets
- Proactive, self-motivated, good teamwork and excellent organisation skills
- Emotional resilience in dealing with stressful situations, ability to reflect on work done and make use of support

Desirable

- Personal experience of seeking asylum or immigration control
- Fluency in another language from within the refugee community
- Experience providing advice, counselling or casework.
- Experience of supporting refugees and people seeking asylum

Application process

Please email a CV and a supporting statement (of no more than two pages) to growingtogetherproject@gmail.com.

The personal statement should outline how you meet each of the above person specification criteria.

Please show how you have the skills and experience needed. Use relevant and specific examples, either from paid work, volunteering, or from experiences of supporting friends or family.

The closing date for applications is 10pm on 21st November.

Interviews will be held at our allotment site in Levenshulme on Monday 1st December.

Shortlisted candidates will be given interview questions in advance.

Please let us know on application if you are unable to attend an interview on this date.

For an informal conversation regarding this post, please contact Jaqui Cotton before submitting your application. Email growingtogetherproject@gmail.com or call 07891 485 066.

Or join our Zoom conversation from 7pm to 8pm on Tuesday 11th November.
<https://us02web.zoom.us/j/83908166668?pwd=N8hWqxcyktdaaoHCWMFdwYBA7kS2k7.1>
Meeting ID: 839 0816 6668. Passcode: 103975

We are sorry that we can't provide feedback to candidates who are not shortlisted for interview.

Dated: 26/10/25