



JOIN OUR TEAM

Community Archive Manager Gorton Together Heritage Programme

An exciting opportunity has arisen for an experienced person to join Healthy Me Healthy Communities CiC. The Community Archive Manager will oversee all the archive aspects and functions of a community heritage programme, producing both physical and digital archives to be held by Manchester City Council.

The Community Archive Manager will report to the Gorton Together Project Manager and supervise any sessional workers and contractors related to the project archive functions and provide volunteer supervision.

Salary: £35,235 per year full time equivalent (point 25), actual £14,094 per year

Location: Based at Gorton Central, Gorton, Manchester, M18 8PE

Position type: Fixed term (ends November 2027)

Hours: 14 hours a week over 2-3 set days, including Monday and other days to be negotiated and confirmed between Tuesday - Friday. Core working hours 9am-5pm and this role may involve some evening work as defined by the programme delivery.

This role is part of HMHC's flexible working approach. As part of our commitment to 'Build Back Fairer' in Greater Manchester following the Covid-19 pandemic, we have evolved our management methods by trusting and empowering staff to deliver their work in the best way that suits the business and their individual needs and supports health and wellbeing. We adopt a flexible approach, combining attendance at our organisational base, Gorton Central (M18 8PE) with remote working, typically from home; the location of work is primarily dictated by the needs of the business: 'Do what is right for you and the business on that day'. If appointed to the role you will work with your manager to agree and regularly review the best working pattern for you, your team and your work.

Other details:

- 5% employer pension.
- 25 days holiday plus 8 statutory bank holidays rising 1 day per year to a maximum of 30 days.
- Plus 1 paid leave day for employee birthday and 1 paid wellbeing day accompanied by £100 wellbeing budget.
- Sick-pay is 4-weeks full pay, 4-weeks half-pay followed by statutory sick pay (subject to satisfactory probation period).
- Access to free, confidential 'Health Assured' employee assistance programme.
- We are members of the Greater Manchester Good Employment Charter and won the Best for Health and Wellbeing - SME in the 2024 Good Employment Awards. We were shortlisted for 'Best Small Business for Inclusion' in the 2025 Good Employment Awards.
- We hold the Association for Accredited Learning 'People, Culture and Wellbeing Quality Mark' demonstrating our commitment to promoting a healthy, wellbeing-focused culture and working environment.
- HMHC strives to be an equal opportunities employer and celebrates diversity. We particularly welcome applications from people with disabilities, people from global majority backgrounds LGBTQIA and from different socio-economic and educational backgrounds.

Healthy Me Healthy Communities CiC

Gorton Central, Highmead Street, Gorton, Manchester M18 8PE

T: 0161 222 3633

E: info@hmhc.co.uk

www.hmhc.co.uk



BACKGROUND

Background

Healthy Me Healthy Communities is a not-for-profit social enterprise founded in 2012 making a positive difference to people's health, lives and local communities.

At Healthy Me Healthy Communities we believe in the power of people and place, working together to tackle today's societal challenges, alleviating the everyday struggle faced by many people, and meeting the ambitions of residents and communities. Often when organisations look to improve the lives of those affected by poverty, discrimination, and exclusion, they overlook local knowledge, skills and expertise.

For over 10 years, HMHC has been developing neighbourhood approaches and developing multi-sector partnerships, empowering people and communities. Our approach creates quality services that:

- Make a big difference to people's lives
- Create lasting positive change for communities
- Influence and improve practice and policy, contributing to regional priorities for health, economic and social outcomes.

Our Promise

Co-creating lasting improvements for people and places, practice and policy.

Mission

We are on a mission to harness the power of people and place, and working together for healthy, thriving communities and quality services.

Vision

And our vision is for "everyone enjoying a long, healthy and happy life"

More about our services can be found at [Visionary social enterprise reducing health inequality](#) and current business plan at [Our impact and annual report](#)

We are proud of our collaboration and influencing work for fast-tracking our frontline learning to policy and practice. Some of recent successes include:

- Creating a new community asset at Gorton Central, working with Manchester City Council and securing capital and revenue funding from the National Lottery and the Department of Levelling-Up.
- Facilitating the Making Manchester Fairer Community Forum working the MMF Board for a fairer future for Manchester residents.
- Bringing food insecurity and community practice expertise to Manchester's food approaches and strategies as a founding member and our CEO is vice-chairperson of Manchester Food Board.
- Contributing to inclusive health research through the Community Priority Setting Programme in partnership with VOCAL and the James Lind Alliance, funded by the National Institute of Health Research.
- Co-producing resident-led age-friendly activities with our Ageing in Place project with Southway Housing.

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GORTON TOGETHER HERITAGE PROGRAMME

Gorton Together Heritage Programme

Gorton Together is about capturing the community heritage, memories and experiences of a working-class social movement developed from and at Gorton Community Centre (now known as Gorton Central). From the 1930's it was Johnstone's paint factory and once vacated it fell into disrepair. In the 1960's it was saved by a group of residents and since then it has been a community centre meeting the changing needs of residents in a deprived area of East Manchester. It is important to those involved and for the community to hear firsthand about a local social movement of a working-class community centre managed by an ever-evolving committee of residents meeting the ever-evolving needs of a deprived and diverse community.

The Gorton Together Heritage Project will undertake an exciting community heritage engagement project and produce both physical and digital archives.

Key responsibilities and duties:

1. Leading and developing the gathering, collation and archiving of heritage items gathered during the programme, ensuring archival principles, practices, and standards are met.
2. Train and support resident volunteers in developing and producing the archives, including physical, oral and digital.
3. Work with the Gorton Together Project Manager to develop the project.
4. Support the Project Manager with the planning and delivery of community archive activities.
5. Support the Project Manager in the development of oral histories and digital training and sessions.
6. Active participation in a Programme Advisory Board providing updates on the archive activities and advice and support for the programme.
7. Working closely with Manchester City Council Archive Service ensuring the programme archive meets archival principles, practices, and standards.
8. Supervise sessional workers and contract workers related to the archive activities.
9. Developing effective partnerships and collaborations with project stakeholders including residents and volunteers.
10. Complete programme monitoring, impact and social value reporting of the activities.
11. Undertake other duties as required to meet the organisational needs.

For this post, successful candidates will need to demonstrate their skills and experience of the following criteria.

Essential criteria and we are seeking to appoint a skilled person with at least 1 year experience of the following:

1. Archival knowledge and experience demonstrating understanding of archival principles, practices, and standards, with experience in handling, cataloguing, and preserving archival materials in a professional setting.
2. Knowledge of community-led approaches to heritage and archiving, including oral histories, storytelling and heritage items-based work.
3. Community engagement skills with a proven ability to build respectful, collaborative relationships with diverse communities, particularly underrepresented or marginalised groups, to support inclusive collecting and storytelling.
4. Community facilitation skills with experience in co-producing projects or activities with community members, including outreach, consultation, and participatory approaches.
5. Project and organizational skills including planning, scheduling, coordinating stakeholders, and meeting deadlines.

Along with:

1. Digital competency with proficiency in using digital tools and platforms for archival cataloguing and digital preservation.
2. Cultural and ethical competency and ethical Awareness of community-based archiving, including consent, protocols, and ownership of materials.
3. Experience working with marginalised or excluded communities demonstrating an understanding of the barriers these communities may face in accessing heritage and cultural services.
4. Excellent interpersonal and communication skills, with the ability to build trust and foster long-term relationships with individuals, grassroots groups, and partner organisations.
5. Good report writing skills.
6. Good knowledge of IT packages including Microsoft Office, databases, email and social media.
7. A good standard of education with evidence of professional development.

And all applicants must have entitlement to work in the UK at the point of the role commencing.

HOW TO APPLY

1. Email your CV (maximum 2 pages of A4) and a statement outlining how you meet the requirement of the job description and person specification (maximum 2 pages of A4) to info@hmhc.co.uk by 10am Tuesday 20th January 2026. Please put Community Archive Manager as the email subject header.
2. Interviews will be held in person at Gorton Central, Highmead Street, Gorton, M18 8PE on Monday 26th January 2026.
3. For an informal chat about the role, please email Kate Harrison, Service and Business Manager on Kate@hmhc.co.uk to arrange.