

Freelance Tenancy Ready Project Lead & Trainer

Location: Greater Manchester (hybrid: in-person delivery + remote working)

Contract type: Freelance / Self-employed (daily rate)

Duration: 3 months (assumed 25 days, happy to discuss this)

Fee: £250 per day / total £6250 for 25 days

Start: January 2026

About the Project

Boaz Trust has secured funding to develop and pilot a new **“Tenancy Ready” workshop series** building on our own draft materials, to help newly recognised refugees in Greater Manchester access and sustain private rented housing. After being granted refugee status, people are given just 28 days to leave asylum accommodation, often with limited (if any) guidance on housing, budgeting, tenancy rights, or avoiding exploitation.

This pilot will:

- Co-design and deliver trauma-informed workshops for up to 15 participants
 - Develop clear, multilingual resources and materials
 - Produce a toolkit for wider use by charities and frontline staff
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Purpose of the Freelance Engagement

The Tenancy Ready Project Lead & Trainer will manage the pilot **from start to finish**, including co-designing workshops, delivering sessions, producing materials, gathering feedback, and creating a shareable toolkit. This is a short-term, freelance role on a daily rate.

Responsibilities

- Lead the project end-to-end: planning, delivery, monitoring, and feedback
- Co-design and deliver workshops with a trauma-informed approach
- Develop accessible, multilingual session materials and participant resources
- Create facilitator guidance and a toolkit
- Collect and analyse participant and stakeholder feedback
- Share learning and support future delivery of the programme

Essential Experience & Skills

- End-to-end project management experience (planning → delivery → evaluation)
- Designing and delivering workshops or training sessions
- Experience working with people who have refugee status, or are seeking asylum, or people facing multiple vulnerabilities
- Knowledge (or ability to quickly learn) of UK private rented sector access, tenancy rights, and housing systems
- Ability to produce clear, accessible resources and facilitator guides
- Trauma-informed, person-centred approach

Desirable:

- Co-production with lived-experience input
- Using feedback to improve services and training
- Additional languages spoken by refugee communities in Greater Manchester

Application Process

Please submit:

- CV
- Short cover statement (max 1 page) highlighting relevant experience

Applications will be reviewed on a rolling basis, and the engagement may be appointed as soon as a suitable freelancer is identified.

Please send an email with your application or questions for the attention of Ros Holland using the email jobs@boaztrust.org.uk

Why Work With Us

This is an exciting opportunity to lead a **pioneering and urgently needed project** with tangible impact, helping people find and move into safe, stable housing while equipping frontline staff to deliver this work in Boaz and beyond. We know this resource is needed more than ever and we're looking forward to having the capacity to develop our existing ideas and tools into something even more effective.

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