



Healthy Schools Development Worker Recruitment Pack



Closing Date: 12.00 noon on Friday 30th November 2018

Interview Date: Friday 14th December 2018

Reference: G/HSDW

salfordcvs.co.uk

Healthy Schools Development Worker

Salford CVS currently operates a Healthy Schools Grants Programme of c.£250,000 per year. This funds around 30 health and wellbeing projects in Salford's primary schools each year.

Whilst the majority of projects are exclusively delivered by an individual school, some operate as clusters of neighbouring schools. In addition a number of 'Community Partnership Challenge' projects involve both schools and a community, voluntary or social enterprise sector organisation.



Can you help foster relationships within schools to help deliver health and wellbeing projects?

We are looking for a motivated self-starter who has an excellent **understanding**, and recent **experience**, of supporting schools in developing and delivering projects and evaluating their impact.

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Introducing Salford CVS

Thank you for your interest in applying for a job at Salford Community & Voluntary Services (Salford CVS).

We want applicants to be able to understand who we are as an organisation and also to be able to demonstrate how their skills and experience meet the requirements of the advertised role.

We have provided you with information and guidance to help you through the process but should you have any difficulties please do not hesitate to contact recruitment@salfordcvs.co.uk

Who we are and what we do

Salford Council for Voluntary Services was established in 1973 and has been based in various office locations across Salford ever since.

Originally operating as a co-operative, the structure began to change in 2001 when it had its first Co-ordinator, closely followed in 2002 with its first Chief Officer.

The organisation was incorporated as a Company Limited by Guarantee in 1985 and registered as a Charity in 1988. In 2008 the organisation was renamed **Salford Community and Voluntary Services** (Salford CVS).

Salford CVS is the city-wide infrastructure organisation for the voluntary, community and social enterprise sector; providing specialist information, advice, development support and opportunities for influence and collaboration. We provide support for organisations to establish and develop including training for their staff, volunteers and trustees.

Volunteer Centre Salford provides support for individuals who want to volunteer and assistance for organisations developing volunteer programmes.

Salford CVS operates within a wider framework in terms of our membership of NAVCA, NCVO and Social Enterprise UK nationally and our membership of 10GM and GMCVO at city-region level.

Mission Statement

Making a Difference in Salford

Vision

A robust voluntary, community and social enterprise sector that meets the diverse needs and aspirations of the people of Salford

Values

MAKING A DIFFERENCE through:	
PASSION	Passionate about the Voluntary, Community and Social Enterprise Sector
INNOVATION	Innovative in our approach
QUALITY	Quality at the heart of all our activities
COOPERATION	Stronger when we work cooperatively with others to achieve our vision
DIVERSITY	Celebrating diversity and promoting equality in Salford
IMPACT	Demonstrating impact and making a difference every time

Salford CVS: Strategic Priorities 2018 – 2023

THEME	WORK STRANDS		
INVESTMENT	Funding / Fundraising	Contracts / Commissioning	Trading
VOICE	Representation	Influencing	Campaigning
SHARE	Resources	Information	Collaboration
VOLUNTEER	Governance	Good Practice	Brokerage
COMMUNITY	Poverty	Inequality	Wellbeing
IMPACT	Compliance	Quality	Social Value

Salford CVS has a proud history of making a difference in Salford for over 40 years. We are a well-respected partner in this city and have excellent relationships with both VCSE and public sector organisations. We are financially stable with a clear business plan and a highly skilled and motivated staff team and board of trustees. As a membership organisation we work hard to address the needs and represent the interests of our hundreds of VCSE member organisations.

Information specific to the post

Salford has a strong and vibrant Voluntary, Community and Social Enterprise (VCSE) sector.

There are 1,513 VCSE organisations in Salford (Salford State of the VCSE Sector 2017 report; Sheffield Hallam University), many of whom are 'micro' community groups, with less than £10k income p.a. and no paid workers. The sector is supported by 46,800 volunteers, giving a total of 115,400 hours each week. The contribution of volunteers in the VCSE sector in Salford is valued at £104.4 million each year and the sector as a whole had an income of £165 million in 2014/15.

Salford CVS has been operating across Salford for over 40 years, supporting the sector through periods of growth as well as decline, all in the context of machinery of government changes and the challenges of 'austerity'. Our role as a sector leader has been crucial in the development of strong and productive relationships between the VCSE sector and public sector in Salford. We pride ourselves on the fact that we support social enterprise / social business alongside community groups and voluntary organisations such as registered charities. Indeed 14% of the VCSE sector in Salford regard themselves as social enterprises and we are proud to have been instrumental in securing Social Enterprise City status from Social Enterprise UK, which has demonstrated that this a core part of the city's economic and social offer.

We are recognised as the city-wide infrastructure organisation for the voluntary, community and social enterprise sector providing specialist information, advice, development support and opportunities for influence and collaboration. This work includes helping VCSE organisations secure funding for their charitable activities, including public and private sector grants and investments, social investment / loans, crowdfunding and many other forms of fundraising.

We currently directly deliver grants programmes on behalf of a variety of local funders, including NHS Salford CCG and Salford City Council. Details of our current grants programme can be found here: www.salfordcvs.co.uk/our-grants-and-investments

Salford CVS supports the Grants for Good Campaign and follows the Principles of Good Grant-Making www.dsc.org.uk/grantsforgood

Since 2014 Salford CVS has been awarding c.£1m p.a. in grants to Salford VCSE organisations. During this period we have been able to gain a real understanding of the strengths and weaknesses in our sector in terms of their ability to be able to demonstrate the differences their funded work is making – particularly in terms of outcomes and longer-term impact.

Over the next 18-months Salford CVS will be awarding over £2m worth of grants to the VCSE sector in Salford. An important element of these grants is the Healthy Schools Fund of c.£250,000 per annum.

The post-holder will assist schools in developing proposals for projects focused on improving the health and wellbeing of pupils and the wider school community. This will include:

- Providing the schools (and partner VCSE organisations) with advice, guidance, training and support in developing project proposals
- Foster good relations both within schools and between schools and VCSE organisations (in support of partnership bids).
- Providing tailored advice, guidance and 1-2-1 mentoring support in order to enable schools (and partner VCSE groups in partnership bids) to develop internal systems that enable them to demonstrate their impact
- Gathering, analysing and interpreting both quantitative data and qualitative information

In order to support the development of priorities for funding and criteria for grants and investments the post-holder will have an understanding of the issues affecting schools and ideally the VCSE sector in Salford, and of the current health and social care challenges and opportunities. They will be based in Salford CVS' Grants Team but work closely with the Development and Admin teams, and collaboratively with the Centre for Local Economic Studies (CLES) and Voluntary Sector North West (VSNW).

Our chosen candidate will be a confident communicator with experience of translating the needs of funders to grant-receiving schools and VCSE organisations. They will thrive within a small and dynamic team environment, whilst supporting a wide variety of projects concurrently. **The Healthy Schools Development Worker** will possess the ability to develop excellent working relationship with schools, VCSE organisations, our funders, grants panel members and other stakeholders and be able to communicate the value and impact of a thriving grants programme. Underpinning this they will be able to engage with people from a range of backgrounds in a sensitive and supportive way.

You'll need to be able to work flexibly and on your own initiative to meet the needs and demands of the VCSE sector and our public sector partners.

You will preferably also have some experience of project management.

This experience, knowledge, understanding and skills will enable you to provide a high quality service to and with Salford VCSE organisations.

This is a crucial role for Salford CVS and we are looking for someone who can hit the ground running to help us deliver this aspect of our work.

Are you the person we are looking for?

Job Description

Job Title: Development Worker – (Healthy Schools)

Hours: 18.75 hrs per week (excluding breaks)

Grade: NJC Points 29

Salary: £26,470 (pro rata, based on a 37.5 hour per week FT post)

Contract: Initial contract to 31st March 2020 (subject to successful completion of a 6 month probationary period, annual reviews and continuation of funding)

Responsible to: Grants Manager

Main Purposes of the Post

- To support the delivery of the annual £250k Healthy Schools Grants Programme (Healthy Schools Fund and Healthy Schools 'Community Partnership Challenge')
- Promotion of the fund to primary schools, proposal development support, project monitoring and evaluation
- Highlighting effective VCSE models of engaging families and communities in the life of primary schools and brokering links between primary schools and VCSE organisations to develop additional partnerships; supporting the development of proposals for the Healthy Schools 'Community Partnership Challenge'

Specialist Healthy Schools Development duties

- Promote the Healthy Schools Fund and the Healthy Schools 'Community Partnership Challenge' to all primary schools.
- Broker links within primary schools, and between schools and VCSE sector organisations to develop additional partnerships.
- Support primary schools and VCSE organisations with their development of proposals for the Healthy Schools Fund and 'Community Partnership Challenge'.
- Highlight effective VCSE models of engaging families and communities in the life of primary schools, drawing on examples from the 0-25 Research Project.
- Undertake monitoring visits to projects supported by the Healthy Schools Fund and the Healthy Schools 'Community Partnership Challenge' and (working with the Impact Evaluation Worker) provide an impact report at the grant end.
- Attend, participate in and report back in writing on relevant partnership meetings in a timely way as agreed with your line manager.
- Broker links between neighbourhood teams and VCSEs with specific models that meet local needs (e.g. Make Lunch/Food Banks & Clubs).

- Monitor, gather evidence and report on agreed outcomes from work supporting the delivery of the Healthy Schools Fund, the Healthy Schools 'Community Partnership Challenge'.

General development duties

- Assess the needs of VCSE organisations for capacity-building support and refer/signpost to other support interventions (within CVS services and beyond) that build the capacity and sustainability of VCSEs
- Support organisations to network with other VCSEs and to link into partnership and strategic priorities for the city of Salford that are relevant to their work
- Monitor, gather evidence and report on agreed outcomes from all relevant aspects of the work – this will contribute towards monitoring and evaluation processes, annual reports and marketing and communications
- Maintain a caseload of VCSE organisations for whom you are responsible for ensuring regular communications, focussing on their needs and recording outcomes within a clear customer care framework on our CiviCRM database system
- Maintain and update allocated areas of the Salford CVS website
- Contribute to twitter communications and other social media, as agreed with your line manager
- Work collaboratively with colleagues across the organisation, including signposting the Volunteer Centre's service offer whenever possible
- Work alongside partners, VCSE peer mentors and trainers
- Support, mentor and direct volunteers delivering Salford CVS activities
- Maintain relevant professional registrations / qualifications, as required

Generic Responsibilities (all Salford CVS staff)

- To attend and actively participate in monthly staff team meetings
- To attend and contribute to regular line management sessions with your designated line manager
- To be responsible for the completion of work as set out in an agreed action plan, ensuring targets are met and delivered to timescale
- To write and submit a detailed monthly report to the Chief Executive of Salford CVS and your line manager
- To manage own time and workload effectively, whilst also working as part of a wider team
- To promote the mission, vision, values and strategic priorities of Salford CVS

- To fulfil all responsibilities in accordance with Salford CVS' policies and procedures, as set out in the *Terms and Conditions of Employment* and in related policy documents; and also actively implement and promote Salford CVS' Equal Opportunities Policy
- To ensure adherence to all relevant Health & Safety legislation, rules and procedures at all times
- To ensure all activities comply with relevant legislation and promote good practice in relation to safeguarding and data protection
- To undertake any other duties as appropriate to the nature and grading of the post – as required by the Chief Executive of Salford CVS

Person Specification

Skills		Essential (E) Desirable (D)	Assessed by:
S1	An ability to research, understand and apply to practical circumstances a range of policy, strategic and legal information	E	Application; Interview;
S2	Excellent analytical and problem-solving skills and an ability to think creatively	E	Application; Interview;
S3	The initiative to plan and organise your own workload, effectively managing yourself and taking responsibility for enhancing your own performance	E	Application; Interview;
S4	Ability to create and deliver excellent quality participative training to participants from VCSE organisations	D	Application; Interview;
S5	Excellent communication skills, including the ability to make oral presentations and prepare concise written reports and briefings for a variety of audiences	E	Application; Interview;
S6	Able to use MS office applications (Word, Excel, PowerPoint) in order to produce reports, statistics, newsletters, presentations and webpage content to a high standard as required, plus an understanding of and ability to use social media	E	Application;
S7	Good level of English grammar and maths skills	E	Application
S8	Ability to multi-task and work under pressure to tight deadlines	E	Application; Interview;

Knowledge		Essential (E) Desirable (D)	Assessed by:
K1	Knowledge and understanding of the operating context and national policy context for schools	E	Application; Interview;
K2	A good knowledge of the legal, policy and operating context for volunteering and for voluntary	D	Application; Interview;

	organisations, community groups and social enterprises		
K3	Knowledge and understanding of and the ability to collate and report succinctly on, evidence of outcomes and impact	E	Application; Interview;
K4	Knowledge, understanding and experience of capacity-building techniques and asset-based community development	D	Application; Interview;
K5	Knowledge of Salford is desirable	D	Application; Interview;

Experience		Essential (E) Desirable (D)	Assessed by:
E1	Experience of working in or with schools.	E	Application; Interview;
E2	Experience of communicating with people from a range of backgrounds in a sensitive and supportive way, including excellent listening and speaking skills	E	Application; Interview;
E3	Experience of developing working practices which promote access and equality and which value diversity	E	Interview;

Personal Qualities		Essential (E) Desirable (D)	Assessed by:
P1	Self-motivating, creative and energetic attitude to fulfilling a professional role	E	Application; Interview;
P2	Willingness to continue personal and professional development and to undertake relevant training identified with your line manager	E	Interview
P3	Commitment to adhering to all of Salford CVS' policies and procedures at all times, including Health & Safety and Equal Opportunities	E	Interview
P4	Willingness to undertake any other duties as appropriate to the nature and grading of the post	E	Interview
P5	Awareness of own strengths and weaknesses, with good time management skills	E	Interview
P6	Willingness to undertake a DBS check (if necessary)	E	Interview
P7	Willingness and ability to undertake frequent travel throughout Salford	E	Interview
P8	Own or have access to a car for business use	D	Interview
P9	Commitment to flexible working as part of a team in a busy environment and to meet the needs of the community including unsocial hours (evenings and weekends)	E	Interview
P10	The flexibility, patience and good humour to work both reactively and proactively in response to situations as they arise	E	Interview

How to apply and selection process

Salford CVS aims to ensure that comparison between applicants for posts is thorough, fair and in line with our equal opportunities policy. It is therefore essential that you complete the application form fully as it will be used to assess whether or not you are shortlisted for interview.

All applicants are advised to read fully the job description and person specification for the post before completing the application form. The application form is separated into three parts. Part A and Part C will be separated from the application before distribution to the recruitment panel. Your application will then be assessed against the responses you provide in Part B. Please ensure you match your responses in Part B to the requirements of the **person specification** that are indicated for assessment in the application form.

Salford CVS champions technical, practical and vocational education, which we believe should be valued equally with academic forms of learning. People learn in different ways at different times of their lives and careers. Learning by doing has a huge part to play in people's lives.

Please do **not** send us a separate CV or any additional information that we have not asked for. We will only consider candidates who have completed the application form. If there is insufficient space in one or more of the boxes, you may attach supplementary sheets provided they are headed with your name and the position you are applying for.

Please use black ink or print when completing the application form. If completing electronically, please use Ariel font 12.

Eligibility to Work in the UK

Salford CVS complies fully with the guidance issued by UK and Visa Immigration to ensure the prevention of illegal working in the UK.

All job applicants are required to demonstrate their entitlement to work in the UK by providing one or more of the documents specified by UKVI before taking up post.

The organisation does not sponsor job applicants from outside the European Economic Area. However, it may offer employment for those who hold either a Tier 4 or Tier 5 visa subject to any applicable restrictions. Those whom we employ who have been granted visas are kept under review to ensure they remain entitled to hold employment in the UK.

Deadline for receipt of applications

This vacancy closes at **12.00 noon on Friday 30th November 2018**. Please note late applications will not be accepted. Your completed application form and equal opportunities form should be returned by one of the following methods:

Email: Please email recruitment@salfordcvs.co.uk There is no need to post an additional copy. If successful at shortlisting stage you will be asked to sign your application form at interview.

Post: Recruitment, Salford CVS, The Old Town Hall, 5 Irwell Place, Eccles, Salford, M30 0FN.

Acknowledgement of receipt

Email applications will be acknowledged when we receive them. Should you wish to receive an acknowledgement for a postal application, please include a stamped, self-addressed envelope and we will return this to you.

Interviews will be held on Friday 14th December 2018 in Eccles, Salford.