



Closing Date: 12.00 noon on Wednesday 6th June 2018

Interview Date: Tuesday 19th June 2018

Reference: G/IEW

salfordcvs.co.uk

Impact Evaluation Worker

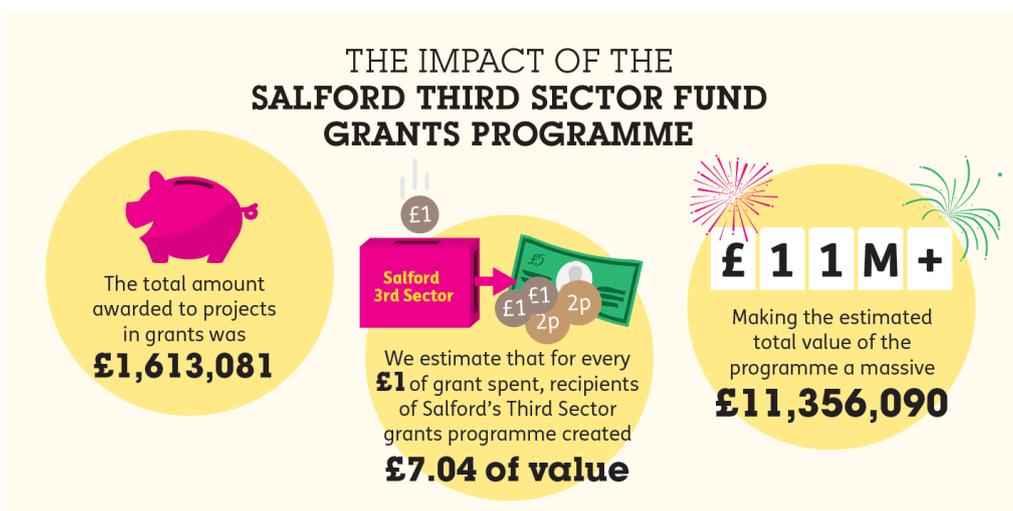
Salford CVS funds around 200 Health and Wellbeing projects each year. These vary in scope and scale from a £500 grant to support a one-off community event, up to and including a £150,000 3-year programme supporting young people leaving care.

There is an increasing focus on the need to demonstrate the **impact** that both small and large grant-funded projects have on their beneficiaries, and the wider social value delivered for local communities.



Can you help grant funded projects describe how they are improving the wellbeing Salford's residents?

We are looking for a motivated self-starter who has an excellent **understanding**, and recent **experience**, of using evaluation tools and techniques used to capture and translate project outputs, outcomes and **communicate the impact** to others.



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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 two years Salford CVS will be awarding in the region of £2.5m worth of grants to the VCSE sector in Salford. Evaluating delivery and being able to demonstrate the impact of this investment is absolutely integral to our funding programme. We are therefore looking to recruit a highly experienced Impact Evaluation Worker to lead this work.

The post-holder will progress the development and implementation of the evaluation and impact framework for the grants and investments we award. This will include:

- Providing the Grants Team and wider organisation with advice, guidance and support in all aspects of capturing and reporting of project outcomes and impact,
- Raising awareness and provide training for VCSE organisations about monitoring and evaluation techniques, tools and measuring social value, embedding their use in projects funded via Salford CVS
- Providing tailored advice, guidance and 1-2-1 mentoring support in order to enable VCSE groups to develop internal systems that enable them to demonstrate their social 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 the VCSE sector in Salford and of the current health and social care challenges and opportunities. They will work closely with the Salford CVS' Grants, 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 evaluation needs of funders to grant-receiving organisations. They will thrive within a small and dynamic team environment, whilst supporting a wide variety of projects concurrently. **The Impact Evaluation Worker** will possess the ability to gather information and enable grant recipients to identify meaningful outcomes for reporting to a variety of stakeholders, including our funders. Underpinning this they will be able to communicate 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: Impact Evaluation Worker

Hours: 37.5 hrs per week (excluding breaks)

Grade: NJC Point 29

Salary: £25,951 (pay award pending)

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 provide training, support and advice for Salford voluntary, community and social enterprise (VCSE) organisations in receipt of grant aid from Salford CVS on all aspects of project monitoring and evaluation to enable them to report their outcomes and impact robustly.

Specialist duties

1. To provide the Grants Team and wider organisation with expert advice, guidance and support in all aspects of capturing and reporting of project outcomes and impact, to include the refining and implementation of our evaluation and reporting framework
2. To help continuously review and improve monitoring and evaluation processes for Salford CVS' grants and investments programme
3. To support internal and external evaluation of Salford CVS' grants programme in order to be able to measure and demonstrate the impact of both individual grants and the overall programme
4. To provide accessible information and 1-2-1 support to enable both small and large VCSE organisations to develop their monitoring and evaluation arrangements, including the use of specific outcomes tools
5. To develop and deliver high quality training workshops and accompanying resources that enable groups of VCSE organisations to understand what outcomes are; learn how they can measure and effectively demonstrate their outcomes; and develop ways to evidence their impact
6. To work on the ground with VCSE organisations that have accessed the Third Sector Grants Fund on a 1-2-1 basis to help them implement outcomes and impact measurement within their organisation;
7. To develop high quality, relevant and accessible templates, toolkits, help sheets and checklists for VCSE organisations to be able to report on the outcomes and impact achieved through the Third Sector Grants funded projects
8. To support the Grants Manager in producing high quality reports that summarise project, outcomes and impact, including interpretation of both quantitative and qualitative data that contribute to evaluation of the Third Sector Fund.

9. To produce bespoke Impact on a Page summaries for a significant number of VCSE grant recipients (as agreed with your line manager)
10. To keep accurate records and contribute to ensuring that the grants element of Salford CVS' CRM database is kept updated
11. To play a proactive role as a member of Salford CVS' grants and investments team
12. To understand the work of and support Salford CVS' role in the Salford Social Value Alliance and the city's 10% Better social value campaign

Generic responsibilities (all Salford CVS staff)

1. Attend and actively participate in monthly staff team meetings
2. Attend and contribute to regular line management sessions with your designated line manager
3. Be responsible for the completion of work as set out in an agreed action plan, ensuring targets are met and delivered to timescale
4. Write and submit a detailed monthly report to the Chief Executive of Salford CVS and your line manager
5. Manage own time and workload effectively, whilst also working as part of a wider team
6. Promote the mission, vision, values and strategic priorities of Salford CVS
7. 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
8. Ensure adherence to all relevant Health & Safety legislation, rules and procedures at all times
9. Ensure all activities comply with relevant legislation and promote good practice in relation to safeguarding and data protection, including GDPR.
10. 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)	Indicator
S1	Ability to provide tailored advice, guidance and 1-2-1 organisational support to VCSE groups so they can develop internal systems that enable them to demonstrate their outcomes and impact	E	Application; Interview;
S2	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;
S3	Excellent coaching skills to be able to provide ongoing and constructive support	E	Application; Interview;
S4	Ability to create and deliver excellent quality participative training to adults	E	Application; Interview;
S5	Ability to implement and monitor detailed action plans in order to meet outcomes	E	Application
S6	The ability to develop positive working relationships with people at all levels	E	Application; Interview;
S7	Ability to multi-task and work under pressure to tight deadlines	E	Application; Interview;
S8	Able to use MS office applications (Word, Excel, PowerPoint) in order to produce reports, statistics, newsletters, presentations, etc, to a high standard as required	E	Application; Interview;

Knowledge		Essential (E) Desirable (D)	Indicator
K1	Knowledge and understanding of a range of outcomes and impact measurement tools	E	Application; Interview;
K2	Understanding of the needs, challenges and aspirations held by the VCSE sector	E	Application; Interview;
K3	Understanding of 'Social Value' and its creation through VCSE sector activities	E	Application; Interview;
K4	Working knowledge of the health and social care system, as it relates to the GM context and the VCSE sector	D	Application; Interview;
K5	Qualification(s) or previous training in relevant subjects (such as: community development, outcomes measurement, monitoring and evaluation, social accounting, project management, outcomes stars, etc)	D	Application

Experience		Essential (E) Desirable (D)	Indicator
E1	Recent experience of undertaking project monitoring and outcome/impact evaluation	E	Application; Interview;
E2	Experience of implementing systems to measure and demonstrate outcomes and impact within organisations	E	Application;
E3	Experience of delivering training relevant to social impact – e.g. outcomes stars, SROI, Social	D	Application;

	Accounting, LM3, Cost-Benefit Analysis – in a group setting		
E4	Experience of project management	D	Application;
E5	Experience of undertaking development / community development work	D	Application;
E6	Experience of implementing working practices which promote access and equality and which value diversity	E	Interview

Personal Qualities		Essential (E) Desirable (D)	Indicator
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	Genuine interest in and commitment to Salford becoming a Social Value City	D	Interview
P5	Willingness to undertake any other duties as appropriate to the nature and grading of the post	E	Interview
P6	Awareness of own strengths and weaknesses, with good time management skills	E	Interview
P7	Willingness to undertake a DBS check (if necessary)	E	Interview
P8	Willingness and ability to undertake frequent travel throughout Salford	E	Interview
P9	Own or have access to a car for business use	D	Interview
P10	Able to work flexibly – including unsocial hours on occasion (evenings and weekends) - order to meet the needs of participating VCSE organisations	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 Wednesday 6th June 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 Tuesday 19th June 2018 in Eccles, Salford.