



## **Active Communities Development Worker**

### **Recruitment Pack**

**Closing Date: Tuesday 22<sup>nd</sup> October at 12 noon**

**Interview Dates: Tuesday 5<sup>th</sup> November 2024**

**Reference: ACDW/24**

## Welcome from our Chief Executive

Hi, thanks for considering a role at Salford CVS.

Salford CVS has a long and proud history of making a difference in Salford – we were established in 1919! Our last State of the VCSE Sector research in 2021 showed that there are over 1,600 VCSE groups and organisations in the city, supported by over 7,000 paid staff and almost 62,000 volunteers. With a backdrop of pandemic recovery and rising costs of living their services and support of them has never been more needed.

I've been in post since 2013 and during that time I have led the development and diversification of the organisation and what we do. Alongside prioritising delivery of all of the key services associated with a CVS and Volunteer Centre, we also lead/participate in a wide range of other activities and programmes, including Wellbeing Matters (Social Prescribing) and Answer Cancer (Cancer Screening Engagement), to name just two.

I'm telling you all this because I'm keen to employ someone for this role who cares as much about this city, our sector, the diversity of our work and the people who live and work here as we all do.

We have a vibrant and multi-skilled team of paid staff here at Salford CVS, ably supported by our Board of Trustees and other volunteers. Our values of Passion, Innovation, Quality, Cooperation, Diversity and Impact and associated commitments are central to everything we do. Our team of 40+ paid staff come from a variety of backgrounds and experiences; what unites us all are those values and our commitment to our mission of 'Making a Difference in Salford'.

Thank you for your interest – and I really do hope you will consider becoming a member of the Salford CVS team. Good luck!

Regards

Alison Page

Chief Executive, Salford CVS

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## Introducing Salford CVS

Thank you for your interest in the role of **Active Communities Development Worker** here 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](mailto:recruitment@salfordcvs.co.uk)

## Who we are and what we do

Salford Council for Voluntary Services was established in 1973. However, our roots go back to 1919 when Manchester and Salford Council of Social Service (MSCSS) was established to address poverty and social need after World War 1. In 1973 MSCSS split into two entities, thus creating Salford CVS and Manchester CVS. 2019 saw us celebrating 100 years since our creation – a century of Making a Difference in Salford! Salford CVS was incorporated as a Company Limited by Guarantee in 1985 and registered as a Charity in 1988. For much of that time our offices have been based in Eccles, although our work covers the whole of the City of Salford. In 2008 the organisation was renamed Salford Community and Voluntary Services and this remains our legal name today, although inevitably we shorten this to Salford CVS.

**Salford CVS** is the city-wide infrastructure organisation for the voluntary, community and social enterprise (VCSE) 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, Social Enterprise UK and Charity Finance Group nationally and our membership of 10GM, GMCVO and GM Chamber of Commerce at city-region level.



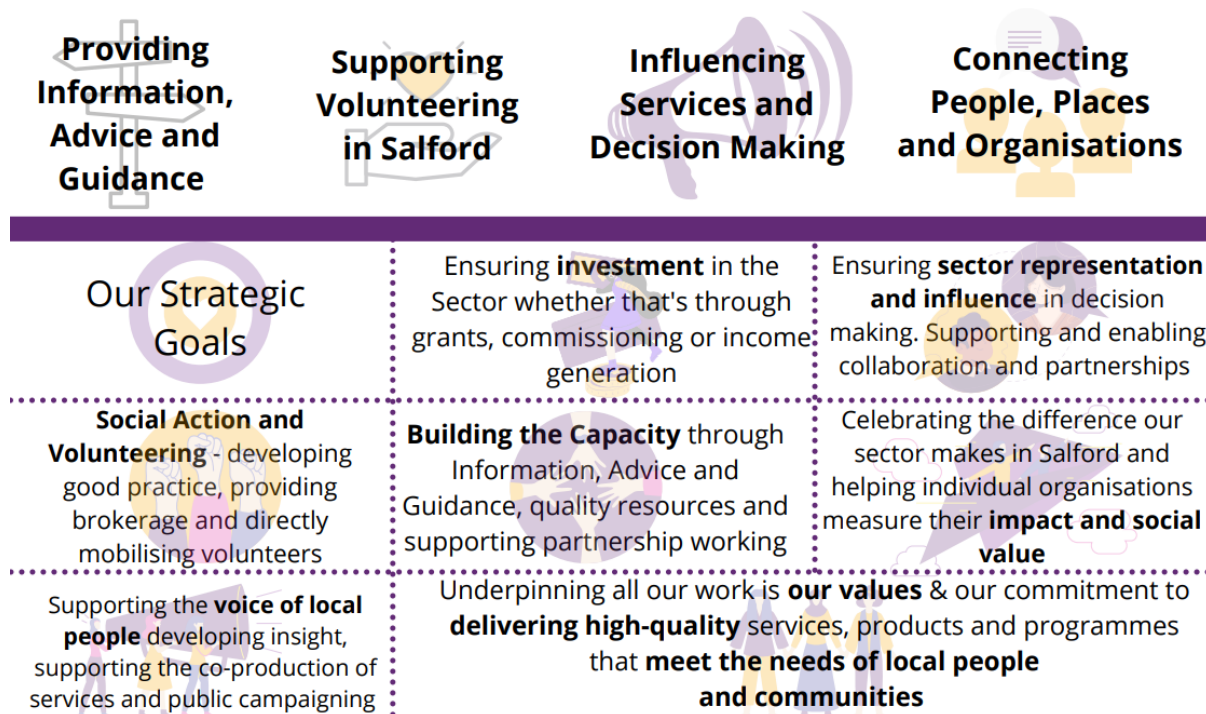
**Our Mission Statement** - Making a Difference in Salford

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

**Our Values** – Making a difference through:

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

## Salford CVS: Strategic Priorities



Salford CVS has a proud history of making a difference in Salford. 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 Voluntary, Community and Social Enterprise (VCSE) member organisations.

## The Benefits of Working for Salford CVS

- 28 days' holiday - rising to 30 days (after five years), plus Bank Holidays (pro rata for part-time)
- Paid sick leave – subject to terms and conditions of service
- A compassionate approach to dependents leave and compassionate leave -to help deal with life's unforeseen circumstances
- Pension scheme - with 7% employer contribution (and 1% mandatory employee contribution)
- Cycle to Work Scheme
- Membership of the Hospital Saturday Fund via an employer subsidised scheme (optional and non-contractual)
- RHS family membership (optional and non-contractual)
- Development opportunities - we support and encourage our staff to progress in their careers (including formal training)
- A supportive working culture - we respect and support one another to do the best we can

We are an [accredited Living Wage Employer](#) (and Funder), ensuring not just our staff are paid the Real Living Wage but also that any projects we fund can do the same.



## Information specific to the post

Salford CVS delivers a range of projects and services that build resilient communities and encourage local people to be active citizens.

The post holder will primarily work on our Volunteering and Emergency Response activity, including the development and delivery of Salford CVS's own volunteering programmes. We anticipate that, while it will fluctuate throughout the year, the post holder will spend roughly half their time on Emergency Response related work, and half their time on volunteering related work (although both areas overlap).

### **Recruitment, Selection and Management of Salford CVS Volunteers**

We recruit and manage a pool of volunteers ourselves, deploying them to support a range of community initiatives. These include:

- Emergency Response
- General community response (for example immediate and temporary service user needs)
- Salford CVS projects (for example our Family Hubs work, or Age Friendly Salford)
- Ad hoc requests, such as arts and culture events

Many of our CVS volunteers came onboard during Covid, and we want the Active Communities Worker to proactively develop that pool of volunteers further, whether that's active recruitment, regular communication, or further integration into our strategic work.

### **Support for Wider Volunteering Projects**

You will support other volunteer related projects outside the management of our own volunteers, for example the development of our Employer Supported Volunteering brokerage offer. This will often involve working alongside the Volunteer Centre.

In general, you will proactively consider how we develop and enhance our volunteer and active community practices across all our volunteer projects, keeping on top of trends to ensure we are at the forefront of active community development.

### **Emergency Response**

Salford CVS has an established and positive role in supporting the resilience of communities in a Civil Contingency Emergency both in Salford and on a Greater Manchester footprint in the following areas:

- Humanitarian Assistance during an Emergency Response. Our role is to mobilise our trained Emergency Response volunteers, VCSE organisations, establish reception centres and manage spontaneous volunteers on behalf of Salford City Council
- Extreme Weather communication via our Trusted Voices Network
- Representing Salford CVS on the Salford Neighbourhood Resilience Forum for several meetings a quarter

The successful applicant will be performing all of the above duties and will work with a wide range of partners including the local authority, health, police, housing providers, VCSE sector and our Salford CVS volunteers.

Overall, we are looking for someone who:

- Can work at various levels, including operationally on the ground
- Is willing to be flexible and able to work outside office hours when we are called to respond to emergencies
- Enjoys and is good at coordinating and multi-tasking in a sometimes challenging working environment
- Enjoys proactively developing things, bringing new ideas to the table
- Will enjoy working within a team of dedicated, friendly people who believe in making a difference
- Will engage and build relationships with our volunteers, VCSE organisations and partners to further develop our work
- Is passionate about the voluntary, community and social enterprise sector. In particular the role it plays in supporting people and communities to become more resilient and active
- Someone who loves the city of Salford and the people who live and work here – a person who wants to make a difference every day

**If that sounds like you – then we want to hear from you!**

If you would like to know more about the role, please contact Ben Fowler, Active Communities Manager, contact: 0161 787 7795, email [recruitment@salfordcvs.co.uk](mailto:recruitment@salfordcvs.co.uk)



## Job Description

**Job Title:** Active Communities Development Worker

**Hours:** 37.5 hours per week (core hours between 8-6 Monday to Friday, although this role will require some evenings and weekend work, in line with the role. Please feel free to get in touch with us at [recruitment@salfordcvs.co.uk](mailto:recruitment@salfordcvs.co.uk) if you would like further details).

**Grade:** NJC Point 23 - 25 - £32,076 - £33,945 per annum

**Contract:** Fixed Term Initial 12 months contract (continuation subject to further funding)

**Responsible to:** Active Communities Manager

**Place of work:** Salford CVS' offices in Eccles, Salford

## Main purposes of the post

The purpose of the post is to work with a wide range of partners and volunteers to build active, more connected and resilient communities within the city of Salford. This includes recruiting, training and supporting volunteers and VCSE organisations to engage in civil contingencies and humanitarian responses within the city, and more broadly supporting the development of our volunteering work across multiple services.

## Your responsibilities

### Volunteering

- Support the operational development and delivery of all Salford CVS's direct volunteering and active citizenship programmes, for example Community Response volunteers
- Support the identification of new or enhanced volunteering and active communities projects, based on community need
- Support the recruitment of volunteers on specific high priority activities
- Monitor leading trends and best practice, and embed this into our volunteering work
- Support the enhancement of our volunteer brokerage service, for example our Employer Supported Volunteering offer
- Contribute to the joining up of all our active communities work across the organisation

### **Emergency Response**

- Develop positive working relationships with VCSE organisations and encourage them to be part of our community resilience work
- Develop and facilitate a VCSE Resilience sub-group of Salford Local Resilience Forum
- Further develop and maintain Salford's Trusted Voices Network
- To recruit, train and manage Salford CVS's Emergency Response Volunteers
- Develop community resilience training opportunities for volunteers, VCSE organisations and Salford CVS staff
- Mobilise and manage on the ground volunteers and VCSE organisations as part of a Civil Contingency humanitarian response

### **Generic responsibilities (all Salford CVS staff)**

- Attend and actively participate in monthly staff team meetings
- Attend and contribute to regular line management sessions with your designated line manager
- Be responsible for the completion of work as set out in an agreed action plan, ensuring targets are met and delivered to timescale
- Manage your own time and workload effectively, whilst also working as part of a wider team
- Promote the mission, vision, values and strategic priorities of Salford CVS
- 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
- Ensure adherence to all relevant Health & Safety legislation, rules and procedures at all times
- Ensure all activities comply with relevant legislation and promote good practice in relation to safeguarding and data protection
- Undertake any other duties as appropriate to the nature and grading of the post – as required by the Chief Executive of Salford CVS

*This job description is intended as an outline of the general areas of activity and responsibility for the post-holder and may be amended in light of the changing needs of Salford CVS.*

## Person Specification

<b>Skills, experience and abilities</b>			
<b>Criteria</b>		<b>Essential / Desirable</b>	<b>Assessment method</b>
1	Experience of working with volunteers in some capacity, ideally recruiting, training and managing volunteers	Essential	Application; interview
2	Experience of working with the VCSE sector, building and sustaining productive working relationships	Essential	Application; interview
3	Demonstrable proven track record of developing and maintaining productive partnerships with people at all levels of authority across all sectors and managing stakeholder expectations e.g. conflicting ideas and priorities	Essential	Application; interview
4	Experience of organisation and facilitation of partnership meetings	Essential	Application; interview
5	Strong communication skills, both written and verbal, including excellent listening, interpersonal and negotiation skills,	Essential	Application; interview
6	Good organisational skills, including the ability to prioritise and plan own workload, manage multiple tasks and work to tight deadlines	Essential	Application; Interview
7	The ability to make oral presentations and participate in formal meetings with a variety of audiences and stakeholders	Essential	Application; Interview Presentation
8	The ability to drive forward continuous improvement and new ideas, from concept to delivery	Essential	Application; Interview
9	A good level of computer literacy including applied knowledge of Microsoft Office (Word, Excel and Outlook, and online platforms such as Zoom and MS Teams	Essential	Application; Interview Presentation
10	Experience of monitoring relevant outputs and outcomes of projects and producing written reports as required	Essential	Application Interview
11	Ability to work as part of a team as well as independently	Essential	Application; Interview
12	An understanding and commitment to diversity, equal opportunities, and quality standards	Essential	Application; Interview

13	An understanding of Civil Contingencies and Community Resilience	Desirable	Application,
14	Knowledge of good practice and/or trends in volunteering	Desirable	Application

### All Staff

	Able to work flexibly – including unsocial hours on occasion (early mornings, evenings and weekends)	Essential	Application (Y/N)
	Willingness to continue personal and professional development and to undertake relevant training, as identified with your line manager	Essential	Application (Y/N)
	Commitment to adhering to all of Salford CVS' policies and procedures at all times, including Health & Safety and Equal Opportunities.	Essential	Application (Y/N)
	Willingness to undertake any other duties as appropriate to the nature and grading of the post.	Essential	Application (Y/N)

## 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 (points 1 – 11) and ensure you number your answers accordingly.

Salford CVS champions technical, practical and vocational education, which we believe should be valued equally with academic forms of learning. Consequently, we have signed up to Children England's Open to All recruitment campaign. We therefore do not ask for academic or professional qualifications unless we really do believe that they are essential to the specific role.



<https://www.childrenengland.org.uk/open-to-all>

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 Arial 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 on: Tuesday 22<sup>nd</sup> October 2024 at 12 noon**

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](mailto: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 with your completed application form and we will return this to you.

**Interviews will be held in person on: Tuesday 5<sup>th</sup> November 2024 at Salford CVS offices in Eccles.**

