



Grants Development Worker (Maternity Cover)

Recruitment Pack

Closing Date: Wednesday 8th January 25 at 12 noon

Interview Dates: Thursday 23rd January 2025

Reference: GDW/2024

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 **Grants Development Worker (Maternity Cover)** 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

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:

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

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. 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

An exciting opportunity has arisen to join Salford CVS to support our grants and investment programmes.

We are looking to recruit a part-time (30 hours per week) Grants Development Worker (Maternity Cover) on a 12-month fixed-term contract.

You will assist the Grants Manager and Grants Co-ordinator in the development and delivery of a large grants and investments programme (aimed at voluntary, community, social enterprise organisations and schools) in excess of £1.6m per year, largely focused on addressing health inequalities in the city of Salford. The role will be based in both the office and community settings.

To be successful, you will be able to communicate effectively with people from a wide range of backgrounds, from small community groups to large charities, schools and public sector commissioners. This will include tailoring information, advice and guidance to the needs of the VCSE sector.

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

If you would like to know more about the role, please contact Ella Bulbeck, Grants Coordinator, email Recruitment@salfordcvs.co.uk contact number 0161 787 7795.

Job Description

Job Title: Grants Development Worker (maternity cover)

Hours: 30 (excluding a 30-minute break)

Grade: NJC Point 23 - £33,366 per annum (actual £26,692.80 pro rata)

Contract: Part Time (0.8 FTE), 12-month contract

Responsible to: Grants Co-ordinator

Place of work: At Salford CVS' offices in Eccles, Salford, M30

Main purposes of the post

1. To support the development, promotion and delivery of Salford CVS' VCSE-focused grants programme
2. To support monitoring, evaluation and reporting on grant-funded projects.
3. To support the promotion and celebration of the impact and achievements of grant-funded projects.

Your responsibilities

- Support the development of Salford CVS' grants offer including application and reporting forms and guidance.
- Support the Grants Manager in specific grants development tasks
- Promotion of the grants programme to Salford's VCSE sector.
- Support the preparation and co-delivery of training, awareness, 'meet the funder' sessions and evaluation sessions.
- Undertake monitoring, audit and support visits to VCSE organisations in receipt of grants to assess progress and support evaluation.
- Assist in review of project reporting, programme evaluation and production of impact reports.
- Production of high-quality, visually appealing case studies to highlight to impact of completed projects.
- To maintain relevant webpages and utilise social media to support promotion of grants and funded projects.
- Representing the Grants Team at meetings with key partners (including commissioners, city-partners, funded projects, 10GM colleagues etc.) as required.

- Maintaining up-to-date records on our CRM system and wider electronic filing system.
- Handling of queries from prospective grant applicants and funded projects.
- Supporting the grants administration function at peak times.

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

Skills, experience and abilities			
Criteria		Essential / Desirable	Assessment method
1	Ability to work effectively in a busy team environment, managing competing priorities, whilst supporting colleagues	E	Application; Interview
2	Ability to plan and organise your work, to manage your own time with agreed plans, e.g. setting and keeping to a timetable with the minimum of supervision.	E	Application; Interview
3	Excellent oral communication skills, presentation skills and telephone manner	E	Application; Interview
4	Experience of providing information, advice and guidance to individuals and/or organisations	E	Application; Interview
5	Experience of working with schools and/or youth groups	D	Application; Interview
6	Experience of report writing and production of promotional materials for a variety of audiences	E	Application; Interview
7	Experience of working on grants administration or charitable fundraising	D	Application; Interview
8	Experience of delivering training/awareness sessions to external audiences.	E	Application Interview
9	Experience of working face-to-face with a wide range of people to deliver excellent customer service	E	Application; Interview
10	Experience of using MS Office programmes such as Word, Outlook, PowerPoint and particularly Excel. Also social media, web-based tools, ZOOM and TEAMS.	E	Application
Knowledge			
11	Understanding of the importance of equal opportunities issues in an organisation working with a wide range of people and diverse communities	E	Application; Interview

12	An appreciation of the value of VCSE-led health and wellbeing activities in addressing health inequalities	D	Application; Interview
13	Understanding of the voluntary, community and social enterprise sector	D	Application; Interview

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. We therefore do not ask for academic or professional qualifications unless we really do believe that they are essential to the specific role.

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 Wednesday 8th January 2025 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

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: **Thursday 23rd January** at Salford CVS offices in Eccles.

