



Salford CVS
Making a difference in Salford

VCSE Strategic Lead Living Well and Wider Wellbeing

Recruitment Pack



VCSE Strategic Lead (Living Well and Wider Wellbeing)

Recruitment Pack

Closing Date: Friday 26th July 2024 12 noon

Interview Dates: Thursday 15th August 2024

Reference: SL/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 **VCSE Strategic Lead** here at Salford Community & Voluntary Services (Salford CVS). We want applicants to be able to understand who we are as an organisation and 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

The VCSE Strategic Lead for Living Well and Wider Wellbeing is an exciting new role that will be focused on ensuring that the VCSE sector has, voice and influence so that Salford people are supported to live well, with a focus on mental health and wellbeing.

The role will be aligned with Salford's Living Well programme and the city's Mental Health Collaborative. These are the cornerstones of the design and development of innovative solutions to adult mental health provision in the City. As well as the alignment with Living Well, the lead will also focus on creative health, placed-based working, and physical activity.

The Strategic Lead will work across a broad spectrum of VCSE and public sector partners that design, commission, or deliver activities and services that support the Mental Health and Wellbeing of Salfordians. This spectrum includes NHS Greater Manchester, Greater Manchester Mental Health Trust, Salford City Council, START, Mind in Salford, Salford Community Leisure, Salford Sport, and Physical Activity Alliance.

The Strategic Lead will play a key role in ensuring that there is collaborative working and effective communication within Living Well. This also includes key stakeholders, strategic partners in Salford, Local Authority, VCSE, and NHS organisations.

The responsibilities of the Strategic Lead will include: -

- Influencing key decision makers, ensuring integrated working takes place between the VCSE sector, Living Well and the broader health, social care, and wellbeing systems of Salford through collaborative working and effective communication with key stakeholders.
- Building mutual trust and understanding between VCSE organisations, within the broad spectrum of stakeholders to provide the opportunity for wider collaboration and innovation to meet the wellbeing needs of Salford.
- Facilitating open, meaningful, productive communications between the VCSE sector, stakeholders and partners.
- Actively representing the interests of the VCSE sector in a variety of strategic forums, ensuring views and opinions are sought prior to meetings and providing accurate reports on discussions or decisions made.
- Identifying opportunities for the sector to plan, develop, and deliver innovative solutions to support the wellbeing and mental health of Salfordians.
- Working alongside our Voice & Influence Manager to ensure Vocal representatives are supported in their role.
- Providing the Living Well team and stakeholders with thorough understanding and introductions to all VCSE services offered.

Living Well

Living Well is an innovative new service created and delivered by a partnership between START, Mind (Salford), Six Degrees, and Greater Manchester Mental Health Trust. A multi-agency team, collaborating to provide positive, humanistic, and safe experiences for those experiencing poor mental health who are unable to meet the threshold for community mental health services.

Living Well focuses on developing new ways for people to access support that:

- Recognises people's strengths and potential
- Is designed by people with lived experience, service leaders, clinicians, and commissioners
- Is based in community settings and is easy to access
- Supports people's concerns with relationships, housing, debt, employment, connecting with their communities
- Is provided by the VCSE organisations and statutory services

This post requires an enhanced level DBS check

The successful candidate will need to demonstrate extensive experience of building multi-sectoral partnerships and relationships, as well as having outstanding communication skills. They will also have a clear understanding of the VCSE sector, preferably in Salford, and mental health and wellbeing context across Greater Manchester.

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

If you would like to know more about the role, please email recruitment@salfordcvs.co.uk or telephone 0161 787 7795.

Job Description

Job Title: VCSE Strategic Lead (Living Well and Wider Wellbeing)

Hours: 30 hours per week (0.8 post) – over 4 or 5 weekdays, core hours between 8am – 6pm (excluding a 30 minute break).

Grade: NJC Point 31 - £39,186 per annum (£31,349 per annum for 30 hours per week)

Contract: 2 year fixed-term contract

Responsible to: Director of Strategy and Business Development, Salford CVS

Place of work: Salford CVS' office Eccles and various community venues across Salford

Main Duties:

- Influencing key decision makers to ensure that integrated working takes place between the VCSE sector, Living Well and the broader health, social care and wellbeing systems of Salford through collaborative working and effective communication with key stakeholders.
- Building mutual trust and understanding between VCSE organisations and a broad spectrum of stakeholders, ultimately providing the opportunity for wider collaboration and innovation to meet the wellbeing needs of Salford.
- Facilitating open, meaningful and productive communications between the VCSE sector, stakeholders and partners.
- Actively representing the interests of the VCSE sector in a variety of strategic forums, ensuring that views and opinions are sought prior to meetings and providing accurate reports on the discussions or decisions made at them.
- Identifying opportunities for the sector to plan, develop and deliver innovative solutions to support the wellbeing and mental health of Salfordians.
- Working alongside our Voice & Influence Manager to ensure that Vocal representatives are supported in their role.
- Providing the Living Well team and stakeholders with a thorough understanding of and introductions to all VCSE services offered.
- Work with partners to understand gaps in provisions and provide solutions to close any gaps through the VCSE sector, informing commissioning decisions where appropriate.
- Support from the VCSE sector to help develop programmes to close any gaps and meet the needs of individuals accessing services to support one's wellbeing. This also includes facilitating co-produced solutions to promote equality and reduce health inequalities.

- Ensure that initiatives supporting the wellbeing of Salford residents, including Living Well, are regularly highlighted as well as discussed at, Vocal VCSE Forums, cross sectoral Neighbourhood Leadership meetings, and appropriate community forums to support a two-way flow of information between the community and providers of services.
- Promote and champion Living Well and wellbeing initiatives, including in 'harder to engage' / disenfranchised communities, promoting equity, diversity and inclusion.
- Actively contributing to a range of strategic forums, for example, Salford Mental Health Collaborative and its sub-groups, representing the interests of the VCSE Sector and influencing future developments. Where appropriate this will involve facilitating or chairing as required.
- Act upon a duty of care and responsibility to protect and safeguard children and vulnerable adults. To hold good understanding, and awareness to process and implement the children and adult protection procedures.
- Draw upon the VCSE sector to influence, inform and support the delivery of training for the Living Well programme, both within the core team and throughout the neighbourhoods.

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 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

PS Ref	Knowledge, skills, abilities, and experience	Essential (E) Desirable (D)	Indicator: Assessment (A) Interview (I) Presentation (P)
PS 1	Excellent knowledge of VCSE organisations and communities in Salford	E	A, I, P
PS 2	A commitment and passion for working within the VCSE sector, wellbeing, and mental health provision	E	A, I, P
PS 3	Experience of developing, leading, and completing time-limited projects within the VCSE sector	E	A, I
PS 4	A strong ethos of co-production, partnership working	E	A, I, P
PS 5	Experience of working with and maintaining a network of multiple partners, including VCSE leaders and influencers from organisations and communities across Salford	E	A, I, P
PS 6	Excellent understanding of how community assets can benefit individuals	E	A, I
PS 7	Strong leadership skills and experience	E	A, I
PS 8	Committed to improving the mental health and wellbeing of individuals	E	A, I
PS 9	A thorough understanding of the needs of disadvantaged and vulnerable people	E	A, I
PS 10	Proven ability to work under pressure, use own initiative and multi-task, prioritising workloads to meet tight deadlines	E	A, I
PS 11	Excellent IT, communication, and organisational skills	E	A
PS 12	Experience of working as part of a team and the ability to work on own initiative, including when remote working	E	A, I

PS 13	A commitment to equal opportunities in service delivery and employment	E	A,I
PS 14	A willingness to undertake appropriate training and development	E	A, I
PS 15	Ability to be flexible, including a willingness to work flexible hours when required	E	I
PS 16	Work in compliance with Health and Safety legislation	E	A, I
PS 17	Ability to travel across Salford and Greater Manchester	E	A,I

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 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 Friday 26th July 2024 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@salfordcvvs.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 15th August 2024** at Salford CVS offices in Eccles.

