



# **VCSE Research & Insight Worker Recruitment Pack**

**Closing Date: Friday 24<sup>th</sup> May 2024 12 noon**

**Interview Dates: Friday 7<sup>th</sup> June 2024**

**Reference: RIW/1022**

## 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 Research & Insight 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

| 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

In October 2022 Salford City Council commissioned Salford CVS to undertake research into the strengths of the Voluntary, Community and Social Enterprise (VCSE) sector as part of their Joint Needs and Strengths Assessment.

Every three years since 2008 Salford CVS leads on State of the VCSE Sector research in Salford and also across Greater Manchester. Working with other local infrastructure organisations, we aim to provide a comprehensive overview of the VCSE sector. Our last research report was published in 2021 and we have started planning for the research to be conducted this year.

In August 2023 we further developed our VCSE sector research and insight work with the commencement of our *Salford 99* longitudinal study. This research project is designed to understand the issues affecting the VCSE sector in Salford and aims to track 99 VCSE organisations every six months for a three-year period, so that we gain 'live' insight in between our three-yearly State of the VCSE sector large research project. Alongside this work we conduct a Pulse Check survey with a variety of VCSE organisations to get a snapshot of what is changing for them each quarter.

This exciting VCS Research and Insight role involves a combination of VCSE engagement and insight work across Salford. We are looking for someone who:

- Has experience of research, data collection, analysis and excellent report-writing skills
- Will enjoy working in a fast-paced environment within a team of dedicated, friendly people who believe in making a difference
- Has fantastic organisational skills – able to multitask and work effectively in a busy team environment
- Is able to effectively engage with a wide range of VCSE groups and organisations
- Understands the importance of confidentiality - as you will be involved in conversations on sensitive and confidential topics
- Enjoys working with a diverse range of people from a wide variety of backgrounds and organisations. Is passionate about the voluntary, community and social enterprise 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 Michelle Warburton on 07545 659 318, email [Michelle.Warburton@salfordcvs.co.uk](mailto:Michelle.Warburton@salfordcvs.co.uk)

## Job Description

Job Title: VCSE Research & Insight Worker

Hours: 22.5 hours per week, (working pattern to be agreed), including some evenings and weekends (excluding a 30 minute break)

Grade: NJC Scale Point 23 £32,076 FTE actual for 22.5hrs £19,245.60

Contract: 1 Year Fixed Term Contract

Responsible to: Voice & Influence Manager

Place of work: In person at Salford CVS' offices, The Old Town Hall, 5 Irwell Place, Eccles, Salford, M30 0FN

## Overview of the area of work

To lead on the delivery of Salford's VCSE research and insight work, including co-ordinating the delivery of Greater Manchester State of the Sector research. This includes collection and analysis of data and producing timely, comprehensive and relevant written reports of the findings.

## Specialist Duties

- To deliver the VCSE research and insight projects to an agreed research methodology
- To conduct research working with and supporting VCSE groups and organisations in order to gather insight data, including both quantitative information and qualitative case studies
- To attend community events and activities (some outside of office hours) to gain insight about the needs of communities and to promote our research projects and programmes
- To work with internal colleagues to both add value to research projects and also ensure connectivity to broader Salford CVS voice and influence work, such as Vocal VCSE Forums
- To provide high quality written reports of all research conducted, including evidencing raw data
- To maintain records of all work carried out using agreed database recording and monitoring systems
- To deliver projects to targets and timescale, ensuring milestones are achieved and longer-term impact (social value) is demonstrated
- To undertake monthly and quarterly monitoring and outcomes reporting – as required by your line manager at Salford CVS and by project steering groups



### Generic responsibilities (all Salford CVS staff)

- Attend and actively participate in regular 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
- Write and submit a detailed monthly report to the Chief Executive of Salford CVS and to your line manager
- 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                                       | Ability to develop and implement accessible qualitative and quantitative research projects with VCSE groups and organisations, including setting clear research questions using appropriate methodologies | Essential                    | Application; Interview<br>Presentation |
| 2                                       | Experience of designing, undertaking and reporting on community-based research  | Essential                    | Application and Interview              |
| 3                                       | Excellent listening and recording skills that will enable you to effectively evidence the findings of research  | Essential                    | Application and Interview              |
| 4                                       | An excellent ability to communicate (both orally and verbally) often complex research and analysis findings to non-specialists and to a range of audiences  | Essential                    | Application, Interview, Presentation   |
| 5                                       | Ability to implement and monitor detailed action plans in order to meet outcomes  | Essential                    | Application and Interview              |
| 6                                       | The ability to develop positive working relationships with people at all levels   | Essential                    | Application and Interview              |
| 7                                       | Ability to multi-task and work under pressure to tight deadlines  | Essential                    | Application and Interview              |
| 8                                       | Able to use MS office applications (Word, Excel, PowerPoint) in order to produce reports, statistics, presentations, etc, to a high standard  | Essential                    | Application and Interview              |
| 9                                       | Research qualification or a higher degree that has required a significant piece of research   | Essential                    | Application and Interview              |
| 10                                      | Self-motivation with the ability to work independently and meet deadlines, an excellent multi-tasker with good ability to prioritise  | Essential                    | Application; Interview                 |
| 11                                      | Knowledge and understanding of the voluntary, community and social enterprise (VCSE sector)   | Essential                    | Application and presentation           |
| 12                                      | Experience of leading or delivering consultation projects or activity   | Essential                    | Application; Interview                 |

|    |  |           |             |
|----|--|-----------|-------------|
| 13 | Working knowledge of the city of Salford | 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: Friday 24<sup>th</sup> May 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: **Friday 7<sup>th</sup> June 2024** at Salford CVS offices in Eccles.

