



Development Worker (Family Hub)

Recruitment Pack

Closing Date: Monday 9th June, 12 noon

Interview Dates: 20th June 2025

Reference: FH/DW/May25

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 1,000 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.

Regards

Alison Page

Chief Executive, Salford CVS

Contents

- Introducing Salford CVS
- Information specific to the post
- Conflicts of interest
- Job description
- Person specification
- How to apply and selection process

Introducing Salford CVS

Thank you for your interest in the role of Family Hub 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

Who we are and what we do

Please take some time to read our Strategic Plan for 2025-28, where we provide further information about our Organisation and our plans for the future.

<https://www.salfordcvs.co.uk/salford-cvs-strategic-plan-2025-2028>

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

Family Hubs are a central tenet of the Salford City Council's Family Partnership Early Help Service, which was established in 2017. Following a full service review, redesign and, public consultation, Salford City Council's Early Help services for children, young people and their families aged 0-25 (family support, children's centres, youth service) were brought together and Children's Centre sites were re-positioned as Family Hubs.

There are currently 4 Family Hubs in the city, offering integrated services and support for families at a neighbourhood, place-based level. The Family Hubs enable integrated delivery and co-location of services such as Salford City Council's early help teams, 0-19 health teams, youth service teams, schools' coordinators, school readiness advisors, Area Special Educational Needs Co-ordinators, early support key workers and portage workers.

The range of services delivered through the Family Hubs includes antenatal and postnatal support, child health, early help, relationship support, parenting support, SEND provision (neurodevelopment pathway, early support, and portage), adult and child mental health support (including parent, infant mental health). Salford City Council's Family Partnership Early Help Service took the Family Hub model to the next level of development through co-production and participation with a focus on engagement with the VCSE sector and the development of a volunteering programme, this programme of work is delivered by Salford CVS.

As a result of the partnership with Salford CVS there has been an expansion to the existing Family Hub network to include a range of VCSE sector organisations which has built the capacity to enhance the Family Hub offer and ensure that Family Hubs are sustainable and owned by the communities they are located within.

We are looking for someone who:

- Will enjoy working within a team of dedicated, friendly people who believe in making a difference
- Can effectively engage with a diverse range of VCSE organisations support them to access Family Hub Small Grant Investment, act as Referral Organisations for the family hub Navigators and include them as part of the Family Hub Partnership delivery model

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

If you would like to know more about the role, please contact recruitment@salfordcvs.co.uk

Conflicts of Interest

Salford CVS staff are not permitted to volunteer for voluntary, community or social enterprise organisations based and / or active in Salford. This is to ensure that we are seen as impartial as the local infrastructure organisation for the VCSE sector in Salford and that our staff do not encounter any prejudicial conflicts of interest.

Job Description

Job Title: Development Worker (Family Hub)

Hours: Full Time (37.5 hours per week)

Grade: NJC Point 23 - £33,366 per annum

Contract: 12 months (fixed term, continuation beyond this is subject to funding)

Responsible to: Senior Strategic Lead (Salford CVS)

Place of work: Salford CVS offices and Salford Family Hub sites in the wider community.

Main purposes of the post

To support the development of an enhanced Family Hub offer through engagement of VCSE organisations in the delivery partnership.

Your responsibilities

- Develop positive working relationships with Salford City Council's Early Help team and Youth Service, working with them to identify, gaps in provision
- Identify VCSE organisations and services suitable for referrals to, for the Family Hub Navigators
- Meet with potential referral organisations for the Family Hub Navigators to agree referral routes and complete due diligence checking and recording the information
- Supporting VCSE organisations to access the Family Hub Small Grant Investments and advice grant making panels
- Support Family Hub funded VCSE organisations to access other sources of funding to ensure their activities are sustainable
- Contribute to the delivery of Salford CVS's young people's Seldom Heard event
- Contribute towards monitoring, evaluation and reporting processes in relation the Family Hub work delivered by Salford CVS.

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	Experience of working with the VCSE sector, building and sustaining productive working relationships including relationships with those organisations who work with communities of identity.	Essential	Application; Interview
2	The ability to source relevant funding opportunities for VCSE organisations and support with the development of funding applications	Essential	Application, Interview
3	Demonstrable proven track record of developing and maintaining productive partnerships with people at all levels of authority across all sectors, including managing stakeholder expectations e.g. conflicting ideas and priorities.	Essential	Application; Interview
4	Strong communication skills, both written and verbal / excellent listening, interpersonal and negotiation skills	Essential	Application; Interview
5	The ability to make oral presentations and participate in formal meetings with a variety of audiences and stakeholders.	Essential	Application; Interview; Test
6	Good coordination and organisational skills, including the ability to prioritise and plan own workload, manage multiple tasks and work to tight deadlines.	Essential	Application; Interview
7	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; Test
8	Experience of monitoring relevant outputs and outcomes of projects and producing written reports as required.	Essential	Application; Interview
9	Ability to work as part of a team as well as independently.	Essential	Application; Interview
Knowledge			
10	Knowledge of the VCSE sector in Salford.	Essential	Application; Interview
11	An understanding and active commitment to equality, diversity and inclusion.	Essential	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)
-	Willing and able to work from Salford CVS' offices in Eccles, Salford as well in communities / Family Hubs	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.

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 Monday 9th June 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

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 20th June** at Salford CVS offices in Eccles.

