



Office and Facilities Manager Recruitment Pack

Closing Date: Tuesday 17th June, 12 noon

Interview Dates: Thursday 9th and Friday 10th July 2025 (afternoons)

Reference: OFM/DW/June 25

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

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Introducing Salford CVS

Thank you for your interest in the role of **Office and Facilities Manager** 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

An exciting opportunity has arisen to join Salford CVS in a key role. We are looking for a full time (37.5 hours per week) Office and Facilities Manager who, **supported by a team** of three administrators and a caretaker, will be responsible for:

- The day to day management of our rented premises and our new 'Court Room' event space.
- Membership
- Internal and external meetings
- Numerous events throughout the year including our annual conference
- DBS Service (training will be provided)

No two days are the same at Salford CVS so flexibility and a can do approach is a must.

We are looking for someone who:

- Will enjoy working within a team of dedicated, friendly people who believe in making a difference
- Is highly organised and cares about the detail
- Can effectively engage with a diverse range of VCSE organisations support them to access our wide variety of services

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: Office and Facilities Manager

Grade: NJC salary grade – pts 29-33 (£38,626 - £42,708) NJC Pay award pending.

Hours: 37.5 hrs per week (excluding breaks) worked Monday to Friday within core hours 8am to 6pm.

Contract: Permanent, subject to successful completion of a six-month probationary period

Place of work: Salford CVS offices, The Old Town Hall, Eccles, Salford M30 0FN
(this postholder is expected to work predominantly in-person on site)

Responsible to: Deputy Chief Executive

Main purposes of the post

The Office and Facilities Manager will manage wide-ranging administrative & operational support to ensure an efficient office environment, provide excellent services to our members and the wider team, contributing directly to the delivery of Salford CVS's priorities. The Office and Facilities Manager will be responsible for a small team of four staff.

Key responsibilities

Programme and Project Support

- Lead the administration team to provide effective support for both internal programmes of work and external meetings and events

Office and Premises Management

- Oversee building repairs and maintenance via the landlord (Salford Council), ensuring repairs are reported and completed swiftly with minimum disruption to services
- Line manage three administration workers and a part time caretaker, ensuring they have appropriate work plans and resources to deliver their activities
- Develop and oversee robust and efficient systems for bookings of the new event space for both internal and external users
- Manage IT with support from external IT support company

Health & Safety

- Ensure Salford CVS is a safe place for staff and visitors
- Oversee and deliver on the H&S Annual Plan
- Review and update the H&S and Lone Working policies annually
- Provide premises H&S inductions to new staff
- Co-ordinate home working, office, fire risk assessments
- Arrange regular testing for electrical equipment and safety devices

Membership

- Support the Membership Administrator to process new applications for Board of Trustee decision and maintain the membership database
- Support the Membership Administrator with membership renewals

Disclosure and Barring Service

- Lead the DBS umbrella service, ensuring the service meets the needs of the VCSE Sector in Salford whilst maintaining high standards of compliance
- Undertake a bi-annual compliance check with the DBS service

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 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
- Support Salford CVS's Civil Contingency work by attending training and supporting emergencies in Salford

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

Person Specification	Skills, knowledge, experience and personal qualities	Essential (E) Desirable (D)	Assessment method
Skills			
1	Excellent communication skills, including the ability to make oral presentations, visual presentations	E	Application; Interview;
2	Ability to work on own initiative and without supervision, organising and prioritising own workload within an agreed plan	E	Application; Interview;
3	The ability to develop and maintain positive and productive working relationships with people at all levels, leading to desired results	E	Application; Interview
4	Possess a good standard of English (incl. spelling and grammar), and to be competent in the use of MS Office 365	E	Application;
5	Ability to take minutes for formal meetings	E	Application
Knowledge and understanding			
6	Clear understanding of Health & Safety in the workplace.	E	Application; Interview;
7	An understanding of DBS regulations	D	Application; Interview
8	Knowledge and understanding of the VCSE sector in Salford	D	Application; Interview
Experience			
9	Significant recent experience of managing a busy office environment	E	Application; Interview; Presentation
10	Experience of line managing paid employees.	E	Application; Interview;
11	Experience of developing working practices which promote access and equality and which value diversity	E	Application; Interview

12	Experience of working face-to-face with a wide range of people to deliver excellent customer service		Application; Interview
Personal Qualities			
A	Willing and able to work from our office premises in Eccles, Salford; covering core hours 9am – 5pm	E	You will be asked to answer Yes or No on your application form
B	Able to work flexibly – including ‘unsocial’ hours on occasion (e.g. early mornings, evenings and weekends)	E	
C	Willingness to continue personal and professional development and to undertake relevant training identified with your line manager	E	
D	Commitment to adhering to all of Salford CVS’ policies and procedures at all times, including Health & Safety and Equal Opportunities	E	
E	Willingness to undertake any other duties as appropriate to the nature and grading of the post	E	
F	Willingness to undertake a DBS check <i>(if necessary)</i>	E	
G	Willingness and ability to undertake travel throughout Salford and GM for work-related meetings and events	E	
H	Own or have access to a car for business use <i>(and insure appropriately)</i>	D	

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 Tuesday 17th 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: **Thursday 9th July and Friday 10th July 2025 (afternoons)** at Salford CVS offices in Eccles. Should you be shortlisted for interview we will contact you by 20th June 2025.

