



Active Communities Development Worker Recruitment Pack

Closing Date: Thursday 13th November at 9am

Interview Dates: Monday 24th November 2025

Reference: ACDW/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 1,600 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 50 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'. [Our Vision, Mission and Value | Salford CVS](#)

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 **Active Communities 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.

Conflicts of interest

Salford CVS staff are not permitted the 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.

Information specific to the post

Salford CVS delivers a range of projects and services that build resilient communities and encourage local people to be active citizens.

The postholder will primarily work on our Volunteering and Emergency Response activity, including the development and delivery of Salford CVS's own volunteering programmes. We anticipate that, while it will fluctuate throughout the year, the post holder will spend roughly half their time on Emergency Response related work, and half their time on volunteering related work (although both areas overlap).

Volunteering and Active Communities

You will support a range of volunteer related projects, including the management of our own volunteers (such as emergency response volunteers).

You will also support key strategic active communities initiatives. This could be:

- Supporting the implementation of objectives in our Volunteering Strategy, from volunteer passport schemes to specific community outreach
- Developing our Employee Supported Volunteering offer
- Developing broader active communities schemes, such as community champion type programmes

This list is not exhaustive, and the role will proactively consider how we develop and enhance our volunteer and active community practices, keeping on top of trends to keep us at the forefront of this work.

Emergency Response

Salford CVS has an established and positive role in supporting the resilience of communities in a Civil Contingency Emergency both in Salford and on a Greater Manchester footprint in the following areas:



- Humanitarian Assistance during an Emergency Response. Our role is to mobilise our trained Emergency Response volunteers, VCSE organisations, establish reception centres and manage spontaneous volunteers on behalf of Salford City Council
- Extreme Weather communication via our Trusted Voices Network
- Representing Salford CVS on the Salford Neighbourhood Resilience Forums for several meetings a quarter

The successful applicant will be performing all of the above duties and will work with a wide range of partners including the local authority, health, police, housing providers, VCSE sector and our Salford CVS volunteers.

Overall, we are looking for someone who:

- Can work at various levels, including operationally on the ground.
- Is willing to be flexible and able to work outside office hours when we are called to respond to emergencies
- Will enjoy working within a team of dedicated, friendly people who believe in making a difference
- Is passionate about the voluntary, community and social enterprise sector. In particular the role it plays in supporting people and communities to become more resilient and active
- Someone who loves the city of Salford and the people who live and work here – a person who wants to make a difference every day

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

If you would like to know more about the role, please contact:

Ben Fowler, Active Communities Manager, email Recruitment@salfordcvs.co.uk contact number 0161 787 7795.

Job Description

Job Title: Active Communities Development Worker

Hours: 37.5 hours per week

Grade: NJC Point 23 - £34,434 per annum

Contract: Fixed Term Initial 12 months contract (continuation subject to further funding)

Responsible to: Active Communities Manager

Place of work: Salford CVS' offices in Eccles, Salford, M30 0FN and out in Salford's communities

Main purposes of the post

1. Engage with a wide range of partners and volunteers to build active, more connected and resilient communities within the city of Salford
2. Deliver multiple areas of work around civil contingencies and emergency response in Salford, from training and supporting volunteers to enabling VCSE organisations to engage with the work
3. Support the development of our volunteering and active communities work across multiple services

Your responsibilities

Volunteering and Active Communities

- Support the operational development and delivery of Salford CVS's direct volunteering and active citizenship programmes, for example Community Response volunteers
- Support the identification of new or enhanced volunteering and active communities projects, based on community need
- Support the recruitment of volunteers on specific high priority activities
- Monitor leading trends and best practice, and embed this into our volunteering work
- Support the delivery of our Volunteering Strategy
- Support the enhancement of our volunteer brokerage service, for example our Employer Supported Volunteering offer

Emergency Response

- Develop positive working relationships with VCSE organisations and encourage them to be part of our community resilience work
- Develop and facilitate a VCSE Resilience sub-group of Salford Local Resilience Forum

- Further develop and maintain Salford's Trusted Voices Network
- Recruit, train and manage Salford CVS's Emergency Response Volunteers
- Develop community resilience training opportunities for volunteers, VCSE organisations and Salford CVS staff
- Mobilise and manage on the ground volunteers and VCSE organisations as part of a Civil Contingency humanitarian response

Generic responsibilities (all Salford CVS staff)

- Attend and actively participate in regular staff team meetings
- Support Salford CVS's response to an emergency in Salford, for example by setting up a rest centre
- 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

Experience, Skills, abilities and knowledge			
Criteria		Essential / Desirable	Assessment method
1	Experience of working with volunteers in some capacity, ideally recruiting, training and managing volunteers	Essential	Application; interview
2	Experience of working with the VCSE sector, building and sustaining productive working relationships	Essential	Application; interview
3	Demonstrable proven track record of developing and maintaining productive partnerships with people at all levels of authority across all sectors, and managing stakeholder expectations	Essential	Application; interview
4	Experience of organisation and facilitation of partnership meetings	Essential	Application; interview
5	Strong communication skills, both written and verbal, including excellent listening, interpersonal and negotiation skills	Essential	Application; interview
6	Good organisational skills, including the ability to prioritise and plan own workload, manage multiple tasks and work to tight deadlines	Essential	Application; Interview
7	The ability to make oral presentations and participate in formal meetings with a variety of audiences and stakeholders	Essential	Application; Interview Presentation
8	The ability to drive forward continuous improvement and new ideas, from concept to delivery	Essential	Application; Interview
9	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 Presentation
10	Experience of monitoring relevant outputs and outcomes of projects and producing written reports as required	Essential	Application Interview
11	Ability to work as part of a team as well as independently	Essential	Application; Interview
12	An understanding and commitment to diversity, equal opportunities, and quality standards	Essential	Application; Interview
13	An understanding of Civil Contingencies and Community Resilience	Desirable	Application,
14	Knowledge of good practice and/or trends in volunteering	Desirable	Application

All Staff

	Willing and able to work from our office premises in Eccles, Salford	Essential	You will be asked to answer Yes or No on your application form
	Able to work flexibly – including unsocial hours on occasion (early mornings, evenings and weekends)	Essential	
	Willingness to continue personal and professional development and to undertake relevant training, as identified with your line manager	Essential	
	Commitment to adhering to all of Salford CVS' policies and procedures at all times, including Health & Safety and Equal Opportunities	Essential	
	Willingness to support emergency response activities in Salford, some of which may be outside normal working hours	Essential	
	Willingness to undertake a DBS check (if necessary)	Essential	
	Willingness and ability to undertake travel throughout Salford and GM for work-related meetings and events	Essential	
	Own or have access to a car for business use (and insure appropriately)	Desirable	
	Willingness to undertake any other duties as appropriate to the nature and grading of the post	Essential	

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 – 12) 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 Thursday 13th November 2025 at 10am

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: **Monday 24th November 2025** at Salford CVS offices in Eccles.

