



Human Resources Officer

Recruitment Pack

Closing Date: 12 noon, Monday 16th February 2026 at 12 Noon

Interview: Friday 27th February 2026

Reference: HR/01/2026

www.salfordcvs.co.uk

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!

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 the key services associated with a CVS and Volunteer Centre, we also lead/participate in a wide range of other activities and programmes in Salford and across Greater Manchester.

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 circa 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](#)

Please also see our current Strategic Plan [Strategic Report](#)

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 **Human Resources Officer** here at Salford Community and 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

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)
- Enhanced company sick and maternity pay, subject to terms and conditions of service
- 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](#), Living Hours Employer and Living Wage 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

The post-holder will assist the Deputy Chief Executive to manage the Human Resources functions of the growing organisation. The Human Resources function is currently supported by an external Human Resources company who provide legal advice and guidance as required.

It is literally impossible to cram the diversity of work that you may support and get involved into a short recruitment pack. To get a fuller flavour of our work, we recommend that candidates look at our website <https://www.salfordcvs.co.uk/>

The **personal qualities** we are looking for are:

- Ability to form good working relationships with people from a wide range of backgrounds to enable you to achieve your goals
- Works in a way that recognises the strengths of others and works well as part of a team
- Ability to challenge appropriately where necessary
- A commitment to equality of opportunity for all
- To have a proactive and flexible approach to work
- A highly motivated and enthusiastic person
- Patience, sensitivity and good understanding of different levels of need
- Ability to remain calm and focused under pressure

It is essential the person we recruit has **experience of working within a Human Resources function**

Full training will be provided to familiarise the post-holder with Salford CVS' bespoke systems and support with professional development will be available.

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

Applications and interviews

If you would like to apply for the position of **Human Resources Officer**, please submit your application via email to recruitment@salfordcvs.co.uk by 12 noon on Monday 16th February 2026

Interviews will take place at Salford CVS' offices in Eccles on Friday 27th February 2026



Job Description

Job Title: Human Resources Officer

Grade: NJC Point 16 - £18,310.80 per annum (FTE £30,518)

Hours: 22.5 hrs per week (excluding breaks)

Days: To be worked over three days, including a Monday.

Contract: Permanent contract, subject to funding and the successful completion of a 6-month probationary period

Responsible to: Deputy Chief Executive

Place of work: Salford CVS' offices in Eccles, Salford, M30 0FN.

Main Purposes of the Post

To take the lead for Human Resources within Salford CVS, under the direction of the Deputy Chief Executive.

Specific Duties

- Maintain all Human Resources records for staff members including holiday and absence records, staff appraisals and reviews
- Ensure that current Human Resources legislation is being correctly implemented across the organisation.
- Identify and recommend areas for system improvement
- Ensure that appropriate policies are in place and being followed by the workforce
- Support recruitment process lifecycle
- Support staff inductions and help staff to understand Salford CVS policies and values
- Co-ordinate any external staff benefit schemes, for example Hospital Saturday Fund
- Co-ordinate staff training and development requirements and to incorporate these into an organisation wide training and development plan
- Compile and analyse information on HR issues, training, or other areas within the remit of this job function
- Use and manage SharePoint and MS365 tools to support Human Resources processes and document management
- Ensure compliance with GDPR and data protection regulations for all Human Resources records and processes
- Monitor and report on Human Resources metrics (e.g., turnover, absence rates) to inform decision-making

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, 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 considering the changing needs of Salford CVS.

If you have questions regarding this post, please email recruitment@salfordcvs.co.uk

Person Specification

PS Ref	Skills, abilities and experience	Essential (E) Desirable (D)	Indicator
Skills, Knowledge and Experience			
1	Good understanding of current UK employment legislation and Human Resources best practices.	E	Application; Interview
2	Proven experience in a Human Resources role	E	Application; Interview
3	Experience of managing and maintaining Human Resources records.	E	Application; Interview
4	Experience of supporting recruitment processes and staff inductions.	E	Application; Interview
5	Ability to monitor training and development activities and report on progress	E	Application; Interview
6	Proficient in Microsoft 365 tools (Word, Excel, SharePoint).	E	Application; Interview; Test
7	Excellent communication skills, including the ability to make oral presentations and prepare concise written reports e.g. Human Resources metrics	E	Application; Interview
8	Knowledge of GDPR and data protection regulations in relation to Human Resources	E	Application; Interview
9	CIPD Level 3 or above	D	Application
Personal Attributes			
10	Ability to form good working relationships with people from a wide range of backgrounds to enable you to achieve your goals	E	Presentation; Interview
11	The initiative to plan and organise your own workload, effectively managing yourself and	E	Application; Interview

	taking responsibility for enhancing your own performance.		
12	Ability to multi-task and work under pressure to tight deadlines	E	Application; Interview
13	Ability to challenge appropriately where necessary	E	Application; Interview
14	The flexibility and patience to work both reactively and proactively in response to situations as they arise	E	Application; Interview
15	A commitment to equality of opportunity for all	E	Application; Interview

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 always adhering to all of Salford CVS' policies and procedures, 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	
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 is committed to ensuring that all recruitment is thorough, fair and aligned with our equal opportunities policy. To support a fair comparison between all applicants, it is essential that you complete the application form fully and carefully. The information you provide will determine whether you are shortlisted for interview.

Before You Apply

All applicants are strongly advised to read the job description and person specification in full before beginning the online application form. Salford CVS values technical, practical and vocational skills. Academic qualifications are requested only when essential for the role.

Applications can be completed online by following the relevant job link at:

www.salfordcvs.co.uk/salford-cvs-jobs

Structure of the Application Form

The application form consists of **three parts**:

Part A – Personal Information. This section is separated from the rest of your application before it is shared with the recruitment panel. It plays no role in shortlisting.

Part B – Supporting Information. This is the key section used to assess your suitability for the role. Your answers must directly address the criteria listed in the person specification (e.g. numbers 1-13). If you are completing a paper application form, please number your responses clearly so assessors can easily match them to the criteria.

Part C – Equalities Monitoring Form. This is submitted separately; via a link you will receive after completing your application. It is not seen by the recruitment panel.

Application Format Options

Online submission - Recommended method, please ensure your responses are clear and complete.

Paper (MS Word) application - If you need a paper or Word version of the form, email: recruitment@salfordcvs.co.uk

- ✓ If completing by hand: Use black ink
- ✓ If completing electronically: Use Arial, font size 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 16th February 2026 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 27th February 2026** at Salford CVS offices in Eccles.