



Programme Manager (Live Well)

Recruitment Pack

Closing Date: 12 noon, Monday 16th February 2026

Interview Date: Monday 2nd March 2026

Reference: PMLW/1201/26

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'](#).

Please also see our current [Strategic Plan \(2025 - 2028\)](#).

Thank you for your interest – and I really do hope you will consider becoming a member of the Salford CVS team. Good luck with your application!

Regards,

Alison Page

Chief Executive, Salford CVS

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Introducing Salford CVS

Thank you for your interest in the role of **Programme Manager (Live Well)** 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 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.

Information specific to the post

About the role

We are seeking to recruit to a brand new post and are looking for an experienced and passionate full-time Programme Manager (Live Well) to lead the delivery of our VCSE-led Live Well infrastructure in Salford.

In this role, you will support organisations across Salford to develop high-quality Live Well Centres and Spaces, ensuring strong partnerships are built and delivery partners are managed in a clear, transparent and collaborative way. A key part of the role will be ensuring that all delivery aligns with the expectations set out in the GM Live Well Hallmarks. You will also be responsible for ensuring the programme's impact is clearly demonstrated through robust monitoring, high-quality data collection and meaningful insight.

Greater Manchester Live Well is a broad cross-system partnership with particularly strong involvement from GMCA, NHS Greater Manchester and the VCSE sector.

Launched in 2021, it is a core Mayoral commitment and embedded in the Greater Manchester Strategy (2025–2035). The vision is that by 2030, residents will benefit from a connected, preventative and equitable system of support, delivered through:

- A network of integrated Live Well centres and spaces in every locality
- A universal “no wrong door” approach
- Recognition that the VCSE sector has a key role to play (with dedicated VCSE funding)
- Consistent and connected support offers
- A neighbourhood-based Social Model of Health
- A preventative system built on trust, early help and coordinated support

Salford CVS is the lead VCSE sector partner and accountable body for the Live Well implementation fund in Salford, working with public sector partners to strengthen community wellbeing and ensure accessible, high-quality support for our city's residents.

As Programme Manager, you will lead a VCSE-driven programme that is transforming how residents access help and support in Salford. You will maintain a clear overview of programme

developments, partners and activities, acting as a key source of knowledge for Live Well locally. You will share information proactively, strengthen connections across the system and bring partners together to maximise the programme's impact.

Your work will also span all of Salford CVS's full Live Well portfolio, including the Economic Activity Trailblazer delivered via the VCSE Elevate Salford partnership, the WorkWell offer through Wellbeing Matters (VCSE-led social prescribing), and any additional Live Well activity that Salford CVS leads or contributes to in the future. This will include our work with our 10GM partners (<https://10gm.org.uk/about/partners/>) on a large-scale GM National Lottery funded VCSE-led programme called Live Well – Places of Hope and Connection, which you will programme manage here in Salford.

You will provide hands-on programme management support to Live Well funded organisations, coordinate monitoring and evaluation, and help partners align to Live Well standards. You will also build new partnerships and support the development of innovative approaches to address service gaps in areas of greatest need.

A key part of the role is ensuring that **impact is clearly evidenced**. Accordingly, you will bring:

- Strong skills in data management and manipulation.
- The ability to translate data into insight, learning and practical improvements.
- Confidence in producing clear, accurate and meaningful reporting for partners and funders.
- A commitment to using evidence to drive decision-making and strengthen the Live Well offer.
- The ability to gather and present qualitative insights and stories that bring the impact of Live Well to life.

We are seeking someone who can confidently coordinate multiple stakeholders, build strong relationships across the VCSE and statutory sectors, and help shape a consistent, high-quality programme for the city.

Are you the person we're looking for?

- Do you have excellent project and programme management skills?
- Can you build empowering relationships with VCSE organisations, community groups and system partners?
- Do you understand how to evidence the impact and value of community-based programmes?
- Can you support organisations to develop services, strengthen their capacity and improve outcomes for residents?
- Do you enjoy working in a dynamic environment and shaping ambitious new approaches?

- Do you have the ability to multi-task, self-motivate and prioritise while working in a fast-paced environment.
- Are you willing to work in person in our Salford office and across the city?

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

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 Programme Manager (Live Well), please submit your application via email recruitment@salfordcvs.co.uk by 12 noon on Monday 16th February 2026

Interviews will take place in person at Salford CVS' offices in Eccles on Monday 2nd March 2026

Job Description

Job Title: Programme Manager (Live Well)

Grade: NJC Point 31 - £41,771 per annum

Hours: 37.5 hrs per week (excluding breaks)

Days: To be worked over 5 days (core hours are worked between 8am – 6pm Monday to Friday)

Contract: 12 months Fixed Term contract (with option to extend), subject to funding and the successful completion of a 6-month probationary period

Responsible to: Director of Delivery

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

Main Purposes of the Post

The purpose of the role is to programme manage all of Salford CVS' Live Well activities

Specific Duties

A. Programme Management

1. Ensure all Live Well funded activity is tracked consistently and continuously, including monitoring delivery, outputs, outcomes and quality across Live Well Centres and Spaces.
2. Proactively identify, record and manage risks to programme success, escalating to line management where necessary.
3. Lead the development, implementation and regular review of programme delivery plans to ensure the Salford Live Well programme meets its agreed goals, deadlines and reporting requirements.
4. Support organisations receiving Live Well funding to understand programme expectations, standards and timescales, enabling them to deliver high quality, consistent and person-centred Live Well support.
5. Ensure all aspects of the programme are fully documented, including performance monitoring systems, financial tracking, learning logs, evaluation frameworks and reporting to funders and partners.

6. Oversee collection, collation and analysis of performance data from Live Well Centres and Spaces, interpreting findings to identify opportunities, gaps, risks and areas for improvement.
7. Contribute to external evaluation processes, ensuring all delivery partners understand their duties, timelines and expectations under the GM Live Well evaluation model.
8. Lead on the development and coordination of a Salford Live Well Centres and Spaces delivery partnership to improve collaboration, visibility and consistency across all provision.
9. Identify gaps in delivery both geographically and in service provision, with the ability to develop new partnerships and opportunities to meet needs and Live Well criteria.
10. Ensure a high quality “no wrong door” approach is embedded across participating organisations, in line with the Greater Manchester Live Well vision and hallmarks.

B. Communication and Relationship Management


11. Act as the primary point of contact between Salford CVS, Live Well funding recipients and VCSE partners in relation to delivering and expanding Live Well centres and spaces.
12. Build and maintain strong, collaborative relationships with VCSE organisations, community partners, and other Live Well networks across Greater Manchester.
13. Organise and deliver programme-related activities including steering group meetings, learning events, development workshops and peer support sessions for Live Well Centres and Spaces.
14. Ensure clear, consistent communication about programme aims, expectations, outcomes and opportunities, both internally and externally.
15. Maintain comprehensive understanding of all aspects of the Live Well programme, providing accurate and timely information, guidance and support to partners and stakeholders.
16. Communicate sensitive or complex programme-related information, including performance updates or changes, with tact and diplomacy.
17. Build mutual trust and understanding between VCSE organisations and partners, enabling meaningful collaboration, innovation and shared problem-solving.

C. Programme Development and Quality Assurance

18. Support the ongoing development and quality improvement of the Live Well programme, ensuring Salford's delivery aligns with the GM Live Well framework, hallmarks, standards and core principles.
19. Identify interdependencies, challenges and barriers across the programme, working proactively with partners to find solutions and ensure joined-up delivery.
20. Provide hands-on support to organisations receiving Live Well funding, including capacity building, problem solving, development planning and sharing best practice.
21. Collaborate professionally with managers, staff, and external partners to address programme-related issues and handle ad-hoc tasks.
22. Foster connections between this programme and other Salford CVS initiatives.
23. Work with partners to identify gaps in provision across neighbourhoods and populations, supporting VCSE organisations to co-design solutions that promote equality and reduce health inequalities.
24. Ensure Live Well and wider wellbeing initiatives are regularly showcased, discussed and shared at Vocal VCSE forums, neighbourhood leadership meetings and relevant community forums.
25. Champion the Live Well approach within all Salford's communities of geographical identity and experience (including those that face barriers to participation), ensuring inclusion and equity are embedded in all aspects of work.

Generic responsibilities (all Salford CVS staff)

26. Attend and actively participate in regular staff team meetings.
27. Support Salford CVS's response to an emergency in Salford, for example by setting up a rest centre.
28. Attend and contribute to regular line management sessions with your designated line manager.
29. Be responsible for the completion of work as set out in an agreed action plan, ensuring targets are met and delivered to timescale.

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30. Write and submit a detailed monthly report to the Chief Executive of Salford CVS and to your line manager.
 31. Manage your own time and workload effectively, whilst also working as part of a wider team.
 32. Promote the mission, vision, values, and strategic priorities of Salford CVS.
 33. 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.
 34. Ensure adherence to all relevant Health and Safety legislation, rules and procedures at all times.
 35. Ensure all activities comply with relevant legislation and promote good practice in relation to safeguarding and data protection.
 36. 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 and Experience; Knowledge and Understanding; Approach and Attitude	Essential (E) Desirable (D)	Indicator (Application, Interview, Test)
Skills and Experience			
1	Experience of coordinating programme delivery and tracking performance across multiple activities or partners.	E	A, I
2	Skilled in forming strong partnerships and managing differing views or strong personalities in a calm, constructive way.	E	A,I
3	Skilled in analysing and managing data, turning quantitative and qualitative evidence into clear insight and meaningful reporting.	E	A,T
4	Strong communication skills, with the ability to convey complex or sensitive information clearly, confidently and with tact to a wide range of stakeholders.	E	I
5	Experience of facilitating meetings, workshops or learning sessions to support shared understanding, collaboration and programme development.	E	A,I
6	Ability to identify risks, gaps and interdependencies across a programme, and to use this information to support problem-solving and improvement.	E	I,T

Knowledge and Understanding			
7	Excellent knowledge of the VCSE sector in Salford	E	A,I
8	Awareness of the social, economic and community factors shaping life in Salford.	D	I
9	Awareness of the Live Well approach and its Hallmarks, including strengths-based, person-centred and preventative practice.	D	I
10	Understanding of multi-agency partnership working and how different sectors contribute to programme delivery.	E	A,I
Approach and Attitude			
11	A calm, solution-focused approach, with the ability to stay positive in challenging situations.	E	I
12	A friendly, collaborative attitude and the ability to work well with a wide range of people.	E	I
13	A community-minded approach and a genuine commitment to Salford, its people and the VCSE sector.	E	A,I

All Staff

Willing and able to work from our office premises in Eccles, Salford	Essential	
Able to work flexibly – including outside of core 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	You will be asked to answer Yes or No on your application form
Willingness to support emergency response activities in Salford, some of which will 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

Additional Information - Do not send a CV or any other documents unless requested. Only fully completed application forms will be considered. If you run out of space on the form, you may send additional sheets to recruitment@salfordcvs.co.uk, clearly labelled with your name and the role you are applying for.

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 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: **Monday 2nd March 2026** at Salford CVS' offices in Eccles.