



Programme Manager (Place)

Recruitment Pack

Closing Date: 12 noon, 27th April 2026

Interview Date: Friday 8th May 2026

Reference: (PMPIP/MAR/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 (Place)** 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@salfordcvcs.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

We are recruiting to a brand-new role and are looking for an experienced, community-focused Programme Manager (Place) to lead Salford CVS's Pride in Place activity in Pendleton and Peel Green. This is a key role focused on ensuring that strong, representative community voice, clear governance, and meaningful VCSE sector involvement are embedded from the outset.

Pride in Place is a national ten-year programme that places Neighbourhood Boards at the heart of local decision-making, with local authorities acting as the accountable body and communities expected to shape priorities and hold partners to account. In this model, Local Infrastructure Organisations (LIOs) like Salford CVS play an important enabling role - helping to connect local authorities with VCSE organisations, strengthening engagement, and ensuring a diverse range of community voices can participate fully.

As Programme Manager (Place), you will coordinate our work to support high-quality governance, inclusive engagement and strong local insight across both neighbourhoods.

A core part of your work will be ensuring that Pride in Place Neighbourhood Boards in Pendleton and Peel Green benefit from authentic, representative and evidence-driven community input. This includes leading the development of a community research programme, working in close partnership with VCSE organisations already active on the ground. Through these organisations, who often have trusted relationships with residents, established local networks and specialist knowledge of particular communities, you will lead on approaches that reach a wide range of voices, including those who are seldom heard. You will oversee our Trusted Voices and community researcher model, ensuring local people are recruited, supported and empowered to gather high-quality insight that reflects the diversity of each neighbourhood. This work will help create a rich, grounded understanding of community priorities, enabling transparent, accountable and well informed decision-making across the programme.

The Programme Manager (Place) will bring clarity, organisation and coordination to this work. You will maintain oversight of our role within the wider programme, share insight with partners, identify gaps in engagement, and support the VCSE sector to participate meaningfully in Pride in Place structures and discussions.

This role is ideal for someone who is passionate about community-led change, place-based working, and strengthening the voice and influence of local people and VCSE organisations. You will be joining a programme at a formative stage, helping to shape how communities in Pendleton and Peel Green participate in long-term neighbourhood investment and decision-making.

To get a fuller flavour of our work, we recommend that candidates look at our website <https://www.salfordcvs.co.uk/>

Full training will be provided to familiarise the post-holder with Salford CVS 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 (Place)** , please submit your application via email to recruitment@salfordcvs.co.uk by **12 noon on 27th April 2026**

Interviews will take place at Salford CVS' offices in Eccles on **Friday 8th May 2026**



Job Description

Job Title: Programme Manager (Place)

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

Hours: 37.5 hrs per week (excluding breaks)

Days: To be worked over 5 days

Contract: 12 months in the first instance (subject to 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

To manage and coordinate the delivery Salford CVS's role in the Pride in Place programme across Pendleton and Peel Green, ensuring strong, representative community voice; effective neighbourhood governance; and meaningful participation from local VCSE organisations. The role will oversee the development and delivery of a community research programme, support the functioning of Neighbourhood Boards, and strengthen engagement mechanisms that enable residents and community partners to influence long-term neighbourhood priorities.

Specific Duties

Programme Management

- Manage and coordinate Salford CVS's programme activity for Pride in Place, ensuring strong governance, meaningful community involvement, and effective engagement across both Pendleton and Peel Green. Work closely with, and remain aligned to, the Strategic Lead for Place to ensure a consistent and joined-up approach.
- Lead a comprehensive community research programme, working in partnership with local VCSE organisations and community groups to ensure approaches reach diverse and seldom-heard communities. This includes overseeing the Trusted Voices and community researcher model.
- Work closely with the Research and Insight Worker to coordinate the production and sharing of community insight, ensuring findings are clearly brought together, interpreted and

communicated effectively to Salford City Council, Neighbourhood Boards and other partners to support decision-making.

- Support the development and effective functioning of Pride in Place Neighbourhood Boards, including helping partners embed good governance practice, transparency and meaningful participation in line with national governance expectations.
- Develop and maintain programme documentation, including engagement plans, insight summaries, risk logs, learning reports and other tools required to support programme oversight.
- Identify gaps in engagement or evidence, and proactively work with residents, VCSE partners and community researchers to address them through inclusive and creative approaches.

Communication, Engagement and Relationship Management

- Build and maintain strong, trusted relationships across VCSE organisations, community groups, residents and statutory partners, acting as a bridge between sectors and supporting inclusive, collaborative working.
- Be a key delivery point of contact Salford CVS's Pride in Place work, ensuring consistent communication with Salford City Council, Board members, community researchers and VCSE organisations.
- Work with the Research and Insight Worker to ensure that community insight and VCSE perspectives are shared clearly and consistently with partners, so that they can meaningfully inform planning and decision-making.
- Organise and facilitate programme-related meetings, such as partnership sessions, insight-sharing workshops, governance development sessions and community research briefings.

- Communicate sensitive, complex or challenging issues with accuracy, diplomacy and respect for community perspectives.
- Strengthen connections across the local VCSE sector, identifying opportunities for collaboration, networking and shared problem-solving as neighbourhood priorities evolve.

Programme Development and Quality Assurance

- Work closely with the Strategic Lead for Place to ensure that Salford CVS's role within Pride in Place aligns with national expectations for neighbourhood governance structures, community involvement and evidence-based decision-making.
- Support VCSE organisations to participate fully and confidently in Pride in Place processes, removing barriers to engagement and ensuring that smaller organisations with deep community reach are represented.
- Champion inclusive engagement approaches, ensuring that community voices, including seldom-heard groups, influence programme design, governance and investment priorities.
- Contribute to organisational reporting, including progress updates, monitoring and reports.

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 and Experience; Abilities and Aptitude Knowledge and understanding | Essential (E) Desirable (D) | Indicator (Application, Interview, Test) |
|------------------------------------|--|--------------------------------|--|
| Skills and Experience | | | |
| 1 | Experience of coordinating community-focused or place-based programme activity across multiple partners or workstreams. | E | Application, Interview |
| 2 | Experience of working with VCSE organisations and community groups, including supporting inclusive participation and engaging seldom-heard communities. | E | Application, Interview |
| 3 | Experience of developing or coordinating community research, engagement activities or insight-gathering processes. | E | Application, Interview |
| 4 | Ability to interpret qualitative and quantitative insight and turn it into clear, accessible messages for partners and decision-makers. | E | Application, Test |
| 5 | Strong partnership-building skills, with the ability to manage differing views, support constructive dialogue and maintain positive relationships. | E | Application, Interview |
| 6 | Strong communication skills, with the ability to convey sensitive or complex information clearly, confidently and with tact to a wide range of stakeholders. | E | Application, Interview, Test |
| 7 | Experience of facilitating meetings, workshops, community discussions or learning sessions that support shared understanding or collaborative planning | E | Application, Interview |
| Knowledge and Understanding | | | |

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|------------------------------|---|---|------------------------|
| 8 | Excellent knowledge of the VCSE sector in Salford | E | Application, Interview |
| 9 | Understanding of the social, economic and community factors shaping life in Pendleton, Peel Green and wider Salford. | D | Application, Interview |
| 10 | Understanding of neighbourhood governance, community participation approaches and the role of insight in influencing local decision-making. | E | Application, Interview |
| 11 | Understanding of multi-agency partnership working and how different sectors contribute to place-based programmes. | E | Application, Interview |
| Approach and Attitude | | | |
| 12 | A calm, solution-focused approach, with the ability to stay positive in challenging situations. | E | Test, Interview |
| 13 | A friendly, collaborative attitude and the ability to work well with a wide range of people. | E | Interview |
| 14 | A commitment to meaningful community voice, equity, transparency and inclusive engagement. | E | Application, Interview |

All Staff

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|--|-----------|--|
| Willing and able to work from our office premises in Eccles, Salford | Essential | |
| 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 | |

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|---|-----------|--|
| 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 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 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 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 – 14) 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 Monday 27th April 2026

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 competing 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 separated from your application upon receipt; it is not seen by the recruitment panel.

Application Format

Paper (MS Word) application -

- ✓ If completing by hand: Use black ink
- ✓ If completing electronically: Use Arial, font size 12

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 8th May 2026 at Salford CVS offices in Eccles.