



# **Programme Support Officer (Health and Wellbeing)**

## **Recruitment Pack**

**Closing Date: 12 noon, 17<sup>th</sup> April 2026**

**Interview Date: Wednesday 6<sup>th</sup> May 2026**

**Reference: (PSOH&W/MAR/26) [www.salfordcvs.co.uk](http://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 Support Officer (Health and Wellbeing)** 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](mailto: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

Our new Programme Support Officer (Health and Wellbeing) will play a vital role across three of Salford CVS's flagship programmes - Wellbeing Matters, Live Well, and Answer Cancer. This is a unique opportunity to contribute to three distinct but connected areas of work that collectively support community wellbeing, prevention, and early help across Salford.

You will work as part of a passionate, multi-disciplinary team, supporting programme coordination, data and insight gathering, communication activities, and high-quality partner engagement. By providing consistent and reliable operational support, you will help ensure each programme runs smoothly, meets its objectives, and continues to deliver positive health and wellbeing outcomes for residents and communities.

Across these programmes, you will:

- Support day-to-day programme delivery, helping maintain strong relationships with partners, community organisations, and stakeholders
- Support data collection, reporting, and gathering stories, and help create clear updates that show the programme's health, wellbeing and prevention impact.
- Provide administrative, coordination and organisational support to Programme Managers and wider delivery teams
- Help ensure consistent standards of quality, compliance and communication across all three programmes
- Contribute to the continuous improvement of programme tools, systems, and ways of working to strengthen health focused and person-centred delivery.

This is an exciting opportunity for someone who enjoys variety, values community wellbeing and preventative approaches, and is motivated by helping programmes run efficiently and effectively. You'll be joining teams who are committed to tackling inequality, improving health and wellbeing, and amplifying the strengths of Salford's VCSE sector.

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](mailto:recruitment@salfordcvs.co.uk)

## Applications and interviews

If you would like to apply for the position of **Programme Support Officer (Health and Wellbeing)**, please submit your application via email to [recruitment@salfordcvs.co.uk](mailto:recruitment@salfordcvs.co.uk) by 12 noon on 17<sup>th</sup> April 2026.

Interviews will take place at Salford CVS' offices in Eccles on Wednesday 6<sup>th</sup> May 2026.



## Job Description

**Job Title: Programme Support Officer (Health and Wellbeing)**

**Grade:** NJC Point 16 - £30,518 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: Programme Manager (Live Well)**

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

### Main Purposes of the Post

To provide high quality coordination and operational support across three of Salford CVS's flagship partnership programmes - Wellbeing Matters, Live Well and Answer Cancer. Ensuring effective delivery, strong partner engagement, reliable data and reporting, and smooth day-to-day operations. The postholder will help keep programmes organised, consistent and impact driven, supporting teams to deliver preventative community-based health and wellbeing support that makes a measurable difference to Salford residents.

### Specific Duties

#### Programme Coordination and Delivery Support

- Provide day-to-day coordination support across Wellbeing Matters, Live Well and Answer Cancer partnerships, ensuring smooth delivery of activities and helping programmes meet key milestones.
- Support Programme Managers with planning, tracking progress, and maintaining accurate programme documentation and delivery records, including those linked to health and prevention outcomes.
- Assist partners and staff with the use of programme tools, templates, and reporting systems, offering troubleshooting support where required.
- Help ensure data quality and consistency through regular checks, file audits, and updates to shared trackers and systems.

## **Data, Reporting and Insight**

- Collect, organise and present data relating to programme activity, outputs and health and wellbeing outcomes, ensuring it is accurate, timely and meaningful.
- Support the creation of programme reports, dashboards, and visual summaries for internal teams, funders and stakeholders.
- Contribute to gathering case studies, participant stories and qualitative insight to help evidence impact.

## **Communications and Engagement**

- Support communication activities with partners across the three programmes, including creating updates, supporting social media coordination (where relevant) and helping gather photos, stories and content.
- Assist in organising meetings, workshops, partner events and celebration activities, ensuring they are well planned and run effectively.
- Build positive working relationships with delivery partners, community organisations, and stakeholders to support programme activity.

## **Operational and Administrative Support**

- Provide reliable administrative assistance to Programme Managers, including scheduling, note taking, follow-ups, document preparation and maintaining clear filing systems.
- Respond to programme enquiries, signpost appropriately and ensure consistent, professional communication.
- Support the continuous improvement of programme systems, templates and internal processes to strengthen operational effectiveness.

## **Additional Responsibilities**

- Represent the programmes at relevant meetings and contribute to collaborative activity where required.
- Ensure all work reflects Salford CVS' values and is delivered in line with organisational policies, including safeguarding, data protection and equality of opportunity.
- Undertake any other duties appropriate to the nature and level of the role.

## 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](mailto: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)
<b>Programme Support and Coordination</b>			
1	Experience supporting the delivery of programmes or projects involving multiple partners or stakeholders	E	Application, Interview
2	Ability to manage competing deadlines while maintaining strong attention to detail	E	Application, Interview
3	Ability to work proactively, organise workload effectively, and use initiative when required as well as being able to adapt to changing priorities	E	Application, Interview
4	Understanding of programme monitoring, reporting and basic grant/contract processes	E	Application, Interview, Test
5	Experience of supporting programmes related to health, wellbeing and prevention	E	Application, Interview
<b>Data, Insight and Reporting</b>			
6	Confident in tracking and using data to track activity, identify trends and produce clear reports	E	Application, Interview, Test
7	Experience using digital tools such as spreadsheets, online forms, and databases	E	Application, Interview
8	Strong analytical and problem-solving skills	E	Application, Interview
<b>Communication and Relationship Building</b>			

9	Excellent written and verbal communication skills, able to create accessible updates, summaries or resources	E	Application, Interview, Test
10	Strong interpersonal skills with the ability to work sensitively and professionally with partners, community organisations and stakeholders	E	Application, Interview
11	Understanding of key issues affecting community health, wellbeing and inequalities	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 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 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 – 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 17<sup>th</sup> April 2026 at 12pm**

### **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: Wednesday 6<sup>th</sup> May 2026** at Salford CVS offices in Eccles.