



Development Worker (Violence Reduction) – part-time Recruitment Pack

Closing Date: 12 noon, Wednesday 26th August 2026

Interviews: Monday 14th September 2026, in person at Salford CVS' offices

Reference: DWVR/08/2026

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](#)'.

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 Development Worker (Violence Reduction) 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

The Greater Manchester Combined Authority and Greater Manchester Violence Reduction Unit worked with 10GM, other VCSE providers and local communities to co-design our approach to a community-led violence reduction programme.

The programme is one of the Violence Reduction Unit's flagship projects across Greater Manchester and is in line with the ambitions of the Greater Manchester Violence Reduction Strategy and Public Service Reform programme to involve communities to identify priorities, problem solve and direct investment and interventions accordingly.

In Salford, the programme will be delivered within Little Hulton and will involve the following:

- Understanding Little Hulton – mapping the physical assets and getting to know who lives and works there
- Community engagement and co-design – engaging with young people and communities to understand the strengths and challenges in Little Hulton, and collaborating with them to get their ideas and insight to inform the priorities for investment
- Amplifying community voice – ensuring lived experience and youth voice is embedded across the programme
- Providing grants to VCSE organisations – to deliver the priorities identified by young people and the community of Little Hulton
- Supporting the delivery partnership – the formation and ongoing support for the local VCSE Violence Reduction Partnership

It is impossible to capture in a short recruitment pack the full diversity of work you may support and get involved in. To get a fuller flavour of our work, we recommend that candidates look at our annual report and website.

We are looking for someone who:

- Will enjoy working within a team of dedicated, friendly people who believe in making a difference
- Has experience of working with young people
- Has experience of community engagement and co-design
- Is committed to understanding and addressing the underlying causes of violence, and working with communities to prevent it

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

If you would like to know more about the role, please contact Michelle Warburton, Strategic Lead, on 0161 787 7795 or email michelle.warburton@salfordcvs.co.uk

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

You can find out more about our work, including our annual report, on our website

<https://www.salfordcvs.co.uk/>

Applications and interviews

If you would like to apply for the position of Development Worker (Violence Reduction), please submit your application via email to recruitment@salfordcvs.co.uk by **12 noon on Wednesday 26th August 2026**.

Interviews will take place in person at Salford CVS' offices in Eccles on Monday 14th September 2026.

Job Description

Job Title: Development Worker (Violence Reduction) – part-time

Grade: NJC Point 23 - £34,434 per annum full-time equivalent (£17,217 pro rata for 18.75 hours per week)

Hours: 18.75 hours per week, part-time (excluding breaks)

Days: To be confirmed (core hours are worked between 8am – 6pm, Monday to Friday)

Contract: 1-year fixed-term contract, subject to the successful completion of a 3-month probationary period

Responsible to: Senior Strategic Lead (People and Place)

Place of work: Salford CVS' offices in Eccles and within Little Hulton.

Main purposes of the post

To support the delivery of the community-led violence reduction programme in Salford, working with young people, communities and VCSE partners in Little Hulton.

Specific duties:

1. Understanding the local area – mapping the physical assets and getting to know who lives and works there
2. Community engagement and co-design – engaging with young people and communities to understand the strengths and challenges in relation to anti-social behaviour, violence and community cohesion, and collaborating with them to set priorities based on their ideas and insight
3. Amplifying community voice – ensuring lived experience and youth voice is embedded across the programme
4. Relationship building – creating and strengthening communication and relationships between Community Led Project (CLP) delivery partners
5. Providing grants to VCSE organisations – establishing and supporting a local VRU CLP funding panel, defining membership and ensuring alignment with VRU priorities, to make decisions on the allocation of grants to deliver the work
6. Strategic alignment – working with the Senior Strategic Lead to ensure that all work delivered aligns to the GM 'Greater Than Violence' Strategy, the ten-year strategy for preventing and reducing violence across Greater Manchester, and to any local strategic priorities. This includes collecting and collating community insight so it can be used to influence decision making on the ongoing funding of delivery partners
7. Learning and partnership development – ensuring that learning from the programme is shared with partners to develop stronger cross-sector and cross-borough relationships and developments
8. Networking and collaboration – attending and contributing to relevant local and Greater Manchester spaces, building connections and increasing project visibility. This includes ensuring delivery partner connectivity at PIED (Prevention, Intervention, Education and Diversion), or local equivalent, to support formal referrals of young people into CLP partners' activities
9. Collaboration with other delivery leads – working with other CLP delivery leads across Greater Manchester to share resources and learning

10. Reporting and storytelling – producing regular update reports, monitoring and evaluation documents, and supporting CLP partners to evidence their work through storytelling and insight gathering
11. Funding and sustainability – supporting CLP partners to seek and apply for suitable grant funding to sustain them beyond their current funding

Generic responsibilities (all Salford CVS staff)

1. Attend and actively participate in regular staff team meetings
2. Support Salford CVS's response to an emergency in Salford, for example by setting up a rest centre
3. Attend and contribute to regular line management sessions with your designated line manager
4. Be responsible for the completion of work as set out in an agreed action plan, ensuring targets are met and delivered to timescale
5. Write and submit a detailed monthly report to the Chief Executive of Salford CVS and to your line manager
6. Manage your own time and workload effectively, whilst also working as part of a wider team
7. Promote the mission, vision, values, and strategic priorities of Salford CVS
8. 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
9. Ensure adherence to all relevant Health and Safety legislation, rules and procedures at all times
10. Ensure all activities comply with relevant legislation and promote good practice in relation to safeguarding and data protection
11. 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 to reflect the changing needs of Salford CVS.

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

Person Specification

PS Ref	Skills, knowledge, experience and abilities	Essential (E) Desirable (D)	Indicator (Application, Interview, Test, Presentation)
1	An understanding of the causes and drivers of violence, and a commitment to community-led approaches to preventing and reducing it	E	A, I
2	Experience of working directly with young people, including building trusting relationships with those affected by or at risk of violence	E	A, I
3	Experience of community engagement and co-design, and of designing, delivering and reporting on community research and insight to identify priorities and shape delivery	E	A, I
4	Experience of working within the VCSE sector, including sourcing funding opportunities and supporting organisations to develop funding applications	E	A, I
5	Excellent interpersonal skills, with the ability to build credibility and sustain productive relationships with stakeholders at all levels, including VCSE organisations and communities of experience and identity, and to facilitate partnership meetings	E	A, I
6	Excellent written and oral communication skills, including the ability to prepare concise written reports and make presentations to a variety of audiences and in formal meetings	E	A, I
7	Knowledge of the Little Hulton area	E	A, I, P
8	Experience of monitoring relevant outputs and outcomes of projects and producing written reports as required	E	A, I
9	Good organisational skills, including the ability to prioritise and plan own workload, manage multiple tasks and work to tight deadlines	E	A, I
10	Skilled in using Microsoft 365 apps such as Word, Excel and PowerPoint to produce records of meetings, research and insight reports, statistical charts and presentations	E	A, I, P

11	Ability to work as part of a team as well as independently	E	A, I
12	An understanding and active commitment to equality, diversity and inclusion	E	A, I

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 support emergency response activities in Salford, some of which will be outside normal working hours	Essential	
Commitment to always adhering to all of Salford CVS' policies and procedures, including Health & Safety and Equal Opportunities	Essential	
Willingness to continue personal and professional development and to undertake relevant training, as identified with your line manager	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 – 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 Wednesday 26th August 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: Monday 14th September 2026 at Salford CVS' offices in Eccles.