



Grants Development Worker

Recruitment Pack

Closing Date: 9am, Monday 17th August 2026

Interviews: Thursday 27th August 2026, in person at Salford CVS' offices

Reference: GDW/07/2026

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 **Grants Development Worker** 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

An exciting opportunity has arisen to join Salford CVS to support our grants and investment programmes.

We are looking to recruit a full-time (37.5 hours per week) Grants Development Worker on a 12-month fixed-term contract.

You will assist the Grants Manager and Grants Co-ordinator in the development and delivery of a large grants and investments programme, aimed at voluntary, community and social enterprise organisations and schools, in excess of £2m per year and largely focused on addressing health inequalities in the city of Salford. The role will be based in both the office and community settings.

To be successful, you will be able to communicate effectively with people from a wide range of backgrounds, from small community groups to large charities, schools and public sector commissioners. This will include tailoring information, advice and guidance to the needs of the VCSE sector.

About the role

The Grants Development Worker will support the development, promotion and delivery of Salford CVS' VCSE-focused grants programme. You will help ensure that grants reach the organisations and communities that need them most, that funded projects are well supported and monitored, and that the impact and achievements of those projects are captured and celebrated.

Working alongside the Grants Manager and Grants Co-ordinator, you will be involved in everything from developing application and reporting forms and guidance, to delivering training and 'meet the funder' sessions, undertaking monitoring and support visits, and producing high-quality case studies and impact reports.

We are looking for someone who:

- Will enjoy working within a team of dedicated, friendly people who believe in making a difference
- Can communicate effectively with people from a wide range of backgrounds, from small community groups to large charities, schools and public sector commissioners
- Can tailor information, advice and guidance to the needs of the VCSE sector
- Is well organised and can manage competing priorities and work to agreed timescales with minimum supervision
- Can produce high-quality reports, case studies and accessible promotional materials for a wide range of audiences
- Is confident using MS Office, social media, web-based tools and online meeting platforms

- Is passionate about the voluntary, community and social enterprise sector and the role it plays in addressing health inequalities in Salford

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

Are you the person we're looking for?

- Do you have the ability to plan and organise your own workload, managing competing priorities and working to agreed timescales with minimum supervision?
- Do you have excellent oral communication and presentation skills, and a confident telephone manner?
- Do you have experience of providing information, advice and guidance to individuals and/or organisations?
- Can you produce high-quality written reports and develop accessible promotional materials for a wide range of audiences?
- Are you confident using MS Office (particularly Excel), social media, web-based tools, Zoom and Teams?
- Are you willing to work in person in our Eccles offices and in community settings across the city?

This is an excellent opportunity to play a key role in a well-established grants programme that makes a real difference to communities across Salford.

If you would like to know more about the role, please contact Ella Bulbeck, Grants Manager, by email at Recruitment@salfordcvs.co.uk or call 0161 787 7795.

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

To get a fuller flavour of our work, we recommend that candidates look at our website

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

Applications and interviews

If you would like to apply for the position of **Grants Development Worker**, please submit your application via email to recruitment@salfordcvs.co.uk by **9am on Monday 17th August 2026**.

Interviews will take place in person at Salford CVS' offices in Eccles on **Thursday 27th August 2026**.

Job Description

Job Title: Grants Development Worker

Grade: NJC Point 23 - £34,434 per annum

Hours: 37.5 hrs per week (excluding a 30-minute break each day)

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

Contract: Full time, 12-month contract (possibility of extension subject to funding)

Responsible to: Grants Manager

Place of work: Based at Salford CVS' offices in Eccles, Salford, M30 0FN, and in community settings

Main purposes of the post

To support the development, promotion and delivery of Salford CVS' VCSE-focused grants programme; to support monitoring, evaluation and reporting on grant-funded projects; and to support the promotion and celebration of the impact and achievements of grant-funded projects.

Specific duties:

Grants Development and Promotion

1. Support the development of Salford CVS' grants offer, including application and reporting forms and guidance
2. Support the Grants Manager in specific grants development tasks
3. Promote the grants programme to Salford's VCSE sector
4. Support the preparation and co-delivery of training, awareness, 'meet the funder' sessions and evaluation sessions

Monitoring, Evaluation and Impact

5. Undertake monitoring, audit and support visits to VCSE organisations in receipt of grants to assess progress and support evaluation
6. Assist in the review of project reporting, programme evaluation and the production of impact reports
7. Produce high-quality, visually appealing case studies to highlight the impact of completed projects
8. Maintain relevant webpages and use social media to support the promotion of grants and funded projects

Systems, Records and Team Support

9. Assist the Grants Co-ordinator and Grants Manager in reviewing and improving grants processes, systems and procedures
10. Represent the Grants Team at meetings with key partners, including commissioners, city partners, funded projects and 10GM colleagues, as required
11. Maintain up-to-date records on our CRM system and wider electronic filing system
12. Handle queries from prospective grant applicants and funded projects
13. Support the grants administration function at peak times

Generic responsibilities (all Salford CVS staff)

1. Attend and actively participate in monthly staff team meetings
2. Attend and contribute to regular line management sessions with your designated line manager
3. Be responsible for the completion of work as set out in an agreed action plan, ensuring targets are met and delivered to timescale
4. Manage your own time and workload effectively, whilst also working as part of a wider team
5. Promote the mission, vision, values and strategic priorities of Salford CVS
6. 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 also actively implement and promote Salford CVS' Equal Opportunities Policy
7. Ensure adherence to all relevant Health & Safety legislation, rules and procedures at all times
8. Ensure all activities comply with relevant legislation and promote good practice in relation to safeguarding and data protection
9. 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	Criteria	Essential (E) Desirable (D)	Indicator (Application, Interview, Test, Presentation)
Skills, experience and abilities			
1	Ability to plan and organise your own workload, managing competing priorities and working to agreed timescales with minimum supervision, while supporting colleagues in a busy team	E	A, I
2	Excellent oral communication skills, presentation skills and telephone manner	E	A, I
3	Experience of providing information, advice and guidance to individuals and/or organisations	E	A, I
4	Experience of working with schools and/or youth groups	D	A, I
5	Excellent written communication skills, with experience of producing high-quality reports and developing accessible promotional materials for a wide range of audiences	E	A, I
6	Experience of working in grant making or charitable fundraising	D	A, I
7	Experience of delivering training/awareness sessions to external audiences	D	A, I
8	Experience of using MS Office (particularly Excel, plus Word, Outlook and PowerPoint), social media, web-based tools, Zoom and Teams	E	A
Knowledge			
9	Understanding of the importance of equal opportunities issues in an organisation working with a wide range of people and diverse communities	E	A, I
10	Understanding of the voluntary, community and social enterprise sector, and an appreciation of the value of VCSE-led health and wellbeing activities in addressing health inequalities	D	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 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 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 – 10**) 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 Visas and 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 17th August at 9am

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: **Thursday 27th August 2026** at Salford CVS' offices in Eccles.