



Research & Insight Worker (part-time)

Recruitment Pack

Closing Date: 12 noon, Wednesday 26th August 2026

Interviews: Tuesday 8th September 2026, in person at Salford CVS' offices

Reference: RIW/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 Research & Insight 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

Salford CVS has established a strong role in generating research and insight about the voluntary, community and social enterprise (VCSE) sector in Salford and across Greater Manchester. This work underpins our voice and influence activity, evidencing the value of the sector and the needs of local communities.

Salford CVS delivers several research and insight projects:

- Greater Manchester State of the Sector – every three years since 2008 Salford CVS has led on behalf of local VCSE infrastructure organisations across Greater Manchester on this comprehensive research, which provides an in-depth overview of the sector in each of the localities making up Greater Manchester and across Greater Manchester as a whole. Our latest State of the Sector research report is due to be launched in September 2026.
- Salford 99 – our longitudinal research project is designed to understand the issues affecting the VCSE sector in Salford and aims to track 99 VCSE organisations in between our State of the Sector research, so that we gain ‘live’ insight between these three-yearly reports.
- Salford VCSE Pulse Checks – we conduct a quarterly survey with the VCSE sector in Salford to enable us to get a snapshot of what is changing for them.
- Salford Trusted Voices (Community Research) – we work with VCSE organisations to recruit community researchers to conduct research or gain insight from local residents in Salford. We are currently utilising community researchers to help us find out the lived experience of women relating to female-specific health care on behalf of NHS GM. We will also be utilising community researchers to get insight from communities across the city in relation to Live Well, and to gain resident insight in the Pendleton, Brookhouse and Peel Green areas as part of Pride in Place.

This exciting Research and Insight role involves a combination of VCSE engagement and community insight work across Salford and in Greater Manchester.

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:

- Has experience of research, data collection and analysis, and excellent report-writing skills
- Will enjoy working in a fast-paced environment within a team of dedicated, friendly people who believe in making a difference
- Has fantastic organisational skills – able to multitask and work effectively in a busy team environment
- Is able to effectively engage with a wide range of VCSE groups and organisations
- Understands the importance of confidentiality – as you will be involved in conversations on sensitive and confidential topics
- Enjoys working with a diverse range of people from a wide variety of backgrounds and organisations
- Is passionate about the voluntary, community and social enterprise sector

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

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 Research & Insight Worker (part-time), 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 **Tuesday 8th September 2026**.

Job Description

Job Title: Research & Insight Worker (part-time)

Grade: NJC Scale Point 23 - £34,434 per annum full-time equivalent (£20,660.40 pro rata for 22.5 hours per week)

Hours: 22.5 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: In person at Salford CVS' offices, The Old Town Hall, 5 Irwell Place, Eccles, Salford, M30 0FN.

Main purposes of the post

To deliver Salford CVS's research and insight work, which includes the collection and analysis of data and producing timely written reports of the findings.

Specific duties:

1. To deliver Salford CVS' research and insight projects
2. To conduct research into the VCSE sector within Salford
3. To work with academic partners and local VCSE infrastructure organisations across Greater Manchester to co-ordinate the delivery of State of the Sector
4. To work with and support VCSE groups and organisations to gather insight data, including both quantitative information and qualitative case studies, as part of Salford CVS' Trusted Voices programme of work
5. To attend community engagement events and activities (some outside office hours) to gain insight about the needs of communities
6. To work with internal colleagues to add value to research projects and ensure connectivity to broader Salford CVS voice and influence work, such as Vocal VCSE Forums

7. To provide high-quality written reports of all research and insight work conducted, including evidencing raw data
8. To maintain records of all work carried out using agreed database recording and monitoring systems
9. To deliver projects to targets and timescale, ensuring milestones are achieved and longer-term impact (social value) is demonstrated
10. To undertake monthly and quarterly monitoring and outcomes reporting – as required by your line manager at Salford CVS and by project steering groups

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	Experience of designing, delivering and reporting on VCSE and/or community research and insight, including developing accessible qualitative and quantitative research projects, setting clear research questions and using appropriate methodologies	E	A, I, P
2	Excellent communication skills and good analytical skills, including the ability to make oral presentations and prepare concise written reports and briefings for a variety of audiences	E	A, I, P
3	Knowledge and understanding of, and a commitment to, the VCSE sector and the communities in Salford	E	A, I
4	Excellent interpersonal skills and the ability to build credibility and strong relationships with a wide range of VCSE groups, organisations and stakeholders at multiple levels and for various purposes	E	A, I
5	An understanding of the importance of confidentiality, with the ability to handle conversations on sensitive and confidential topics appropriately	E	A, I
6	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
7	Degree or a higher degree that required a piece of research	E	A
8	Excellent organisational skills, including the ability to multi-task, prioritise work and implement and monitor detailed action plans in order to meet outcomes and tight deadlines	E	A, I
9	Self-motivation with the ability to work independently and as part of a wider team	E	A, I
10	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 – 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 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: Tuesday 8th September 2026 at Salford CVS' offices in Eccles.