



Strategic Support Officer

Recruitment Pack

Closing Date: 12 noon, Monday 3rd August 2026

Interviews: Tuesday 18th August 2026, in person at Salford CVS' offices

Reference: SSO/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 **Strategic Support Officer** 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 positive role in the strategic development of a range of thematic areas within the city. Our strong relationships with a wide range of stakeholders – including Salford City Council, the Integrated Care Partnership and wider partners – have resulted in Salford CVS and the broader Voluntary, Community and Social Enterprise (VCSE) sector becoming equal partners on a wide range of strategic boards and partnerships. This includes statutory bodies such as the Health and Wellbeing Board, Salford Community Partnership and Safeguarding Boards.

Salford CVS's strategic work covers a broad spectrum of thematic activity, from place-based work such as regeneration (including Pride in Place), housing and community safety, through to work that directly supports individuals and communities, such as work and skills, health and social care, and children, young people and families. It also includes a number of cross-cutting themes such as equality and diversity and social value.

The strategic work at Salford CVS is broken down into the following key areas:

- Championing the role of the VCSE sector – ensuring the sector is at the heart of strategic development in the city, and that stakeholders understand the crucial role it plays in supporting people and communities
- Voice and influence – through our network of Vocal VCSE Strategic forums, creating mechanisms to ensure the voice of the sector is heard and responded to by the public sector at a strategic leadership level
- Strategic communication and information – not just keeping the sector informed, but acting as a bridge between the VCSE and public sector, facilitating connections and two-way communication
- Relationship management – developing, fostering and proactively managing relationships with key partners.

The Strategic Support Officer will provide support to the Chief Executive Officer and Strategic Leads in the delivery of Salford CVS's strategic work, including the successful delivery of our voice and influence activity. This includes proactive administrative support such as planning and scheduling meetings and events, organising diary entries, minute taking, preparing agendas and circulating meeting paperwork to participants.

It is impossible to capture the full diversity of work you may support within a short recruitment pack. 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
- Is organised and can provide proactive administrative support to the Chief Executive and Strategic Leads, using effective collaborative tools such as Teams, SharePoint and CiviCRM
- Will engage with, and build relationships with, our members, partners and stakeholders to ensure the effective delivery of our strategic work
- Can take complex documents and information and translate them into engaging briefings and updates for a range of audiences
- Is passionate about making a difference, supporting a range of campaigns as well as broader lobbying work

- Can produce timely and accurate monitoring to tell the story of our strategic work and the impact it is making
- Is passionate about the voluntary, community and social enterprise sector – in particular, the role it plays in supporting people and communities

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 **Strategic Support Officer**, please submit your application via email to recruitment@salfordcvs.co.uk by **12 noon on Monday 3rd August 2026**.

Interviews will take place in person at Salford CVS' offices in Eccles on **Tuesday 18th August 2026**.

Job Description

Job Title: Strategic Support Officer

Grade: NJC Salary Grade 16 - £30,518 per annum

Hours: 37.5 hrs per week (excluding breaks)

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

Contract: Initial 12-month fixed-term contract, subject to the successful completion of a 6-month probationary period

Responsible to: Senior Strategic Lead (People and Place)

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

Main purposes of the post

To provide proactive and effective support to the Chief Executive Officer and Strategic Leads in the delivery of Salford CVS's strategic work, ensuring the smooth running of strategic meetings, forums and events. The postholder will help enable the voice and influence of the VCSE sector, facilitate two-way communication between the sector and strategic partners, and produce timely, accurate briefings, content and monitoring that tell the story of our strategic work and the impact it is making.

Specific duties:

Administrative and Meeting Support

1. Provide proactive administrative support to the Chief Executive Officer and Strategic Leads, including planning and scheduling meetings and events, organising diary entries, preparing agendas, taking accurate minutes and circulating meeting paperwork to participants
2. Provide administrative support for the Vocal VCSE Leaders Forum and Representatives meetings, including managing diaries, sending invitations, working with the Chief Executive Officer and Strategic Leads on agendas, taking minutes and communicating with members
3. Support the development of funding applications being submitted by the Strategic Leads

VCSE Voice, Communication and Influence

4. Enable VCSE sector voice and influence by supporting the facilitation of VCSE Strategic forums, workshops, meetings and events, including completing the actions arising from the forums
5. Represent Salford CVS at strategic partnership meetings as and when required, providing reports back to the Chief Executive Officer and Strategic Leads
6. Facilitate two-way strategic communications between Salford CVS, the VCSE sector and strategic partners, including producing sector-specific briefing papers that highlight and explain the implications of strategies, consultations, policy papers and research
7. Produce high-quality content for our e-bulletins, website and social media on key developments, challenges and opportunities

8. Work with colleagues both internally and externally to support the delivery of Salford's VCSE Strategy and the Greater Manchester VCSE Accord

Research, Monitoring and Reporting

9. Research and keep up to date with social, economic and political developments that may impact the VCSE sector, providing briefings and discussion papers for the Chief Executive Officer, Strategic Leads and VCSE Leaders
10. Support the broader work of Salford CVS, which may include representing the strategic leadership team on grants panels and assisting with key events such as facilitating and planning workshops at our annual conference
11. Monitor, evaluate and report on our strategic work and the impact it is making, including producing quarterly monitoring reports on behalf of the Strategic Leads

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	Excellent communication skills and good analytical skills, including the ability to make oral presentations, participate in formal meetings and prepare concise written reports and briefings for a variety of audiences	E	A, I, P
2	Excellent interpersonal skills and the ability to build credibility and strong relationships with stakeholders at all levels	E	A, I
3	Good organisational skills, including the ability to prioritise and plan own workload, manage multiple tasks and work to tight deadlines, with the self-motivation to work independently and as part of a team	E	A, I
4	Skilled in using Office 365 apps such as Word, Excel and PowerPoint to produce records of meetings, reports, statistics, presentations, and newsletters to a high standard	E	A, I, P
5	Knowledge and understanding of the strategic role that the VCSE sector plays in Salford	E	A, I, P
6	Knowledge and understanding of strategic relationship agreements between the VCSE sector and public sector nationally, sub-regionally and locally	E	A, I, P
7	An understanding and active commitment to equality, diversity and inclusion	E	A, I
8	Demonstrable experience of providing proactive administrative support for strategic meetings and partnerships, including taking accurate minutes	E	A, I
9	Experience of monitoring relevant outputs and outcomes of projects	E	A, I
10	Experience of using CRM systems or databases to manage contacts and information	E	A, I
11	Experience of producing written content for websites, e-bulletins or social media	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 – 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 Monday 3rd August 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 18th August 2026** at Salford CVS' offices in Eccles.