



Active Communities Development Worker Recruitment Pack

Closing Date: 12 noon, Friday 2nd October 2026

Interviews: Tuesday 13th October 2026, in person at Salford CVS' offices

Reference: ACDW/08/2026

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 **Active Communities 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.

We are committed to making this process accessible to everyone - if you need this pack in a different format, or any reasonable adjustments to apply, just let us know.

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 delivers a range of projects and services that build resilient communities and encourage local people to be active citizens.

You'll work primarily across our volunteering and emergency response activity, including helping to develop and deliver Salford CVS's own active communities volunteering programmes. This will vary throughout the year, but you can expect to spend roughly half your time on emergency response and half on volunteering - and in practice, the two often overlap.

Volunteering and Active Communities

You will support our Volunteer Centre and a range of volunteer-related projects, including managing our own volunteers (such as emergency response volunteers) and delivering Volunteer Centre services – from supporting individuals into volunteering to helping organisations develop good practice through our brokerage offer. You will also help shape key strategic active communities initiatives, such as our Employee Supported Volunteering offer, opportunities beyond traditional formal volunteering (like trustee roles and neighbourhood boards), and broader schemes such as community champion programmes.

This part of the role is varied and rewarding. As well as recruiting, keeping in touch with and supporting our emergency response volunteers, you'll recruit, manage and coordinate volunteers for events across Salford, including local festivals and community celebrations, being there on the day to bring everything together and liaising with the event leads. It offers a welcome contrast to the more serious, emergency-focused side of the work.

Emergency Response

Salford CVS has an established and positive role in building community resilience and responding to civil contingency emergencies, both in Salford and across a Greater Manchester footprint. This includes leading the humanitarian response on the ground: mobilising our trained volunteers and VCSE organisations, setting up rest centres and coordinating spontaneous volunteers on behalf of Salford City Council. It also covers extreme-weather communication through our Trusted Voices Network, representing the sector in local resilience forums, and longer-term work building community preparedness and supporting recovery in the weeks and months after an emergency.

The successful applicant will work with a wide range of partners, including the local authority, health, police, housing providers, the VCSE sector and our Salford CVS volunteers.

We are looking for someone who:

- Can work at various levels, including operationally on the ground
- Is willing to be flexible and able to work outside office hours – both when we are called to respond to emergencies and to support events, festivals and community celebrations across Salford, which can take place in the evenings or at weekends
- Will enjoy working within a team of dedicated, friendly people who believe in making a difference
- Is passionate about the voluntary, community and social enterprise sector – in particular, the role it plays in supporting people and communities to become more resilient and active
- Is committed to the city of Salford and the people who live and work here – someone who wants to make a difference every day

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, Senior Strategic Lead, 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 **Active Communities Development Worker**, please submit your application via email to recruitment@salfordcvs.co.uk by **12 noon on Friday 2nd October 2026**.

Interviews will take place in person at Salford CVS' offices in Eccles on Tuesday 13th October 2026.

Job Description

Job Title: Active Communities Development Worker

Grade: NJC pt23 £34,434 FTE

Hours: 37.5 hours per week

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

Contract: Fixed-term contract, initially 12 months (continuation subject to further funding)

Responsible to: Senior Strategic Lead

Place of work: Salford CVS' offices in Eccles, Salford, M30 0FN and out in Salford's communities

Main purposes of the post

To engage with a wide range of partners and volunteers to build active, more connected and resilient communities within the city of Salford. To deliver multiple areas of work around civil contingencies, humanitarian response and emergency response in Salford – from coordinating clear plans and processes and training and supporting volunteers, to enabling VCSE organisations to engage with the work. To support the development of our volunteering and active communities work across multiple services, including the rewarding, people-facing work of coordinating volunteers for local events and celebrations.

Specific duties:

Volunteering and Active Communities

- Support the operational development and delivery of Salford CVS's direct volunteering and active citizenship programmes, including recruiting, managing and coordinating volunteers for events such as local festivals and community celebrations, and supporting those events on the day
- Support the delivery of the Volunteer Centre offer
- Support the identification of new or enhanced volunteering and active communities projects, based on community need
- Recruit volunteers on specific high-priority activities
- Monitor leading trends and best practice, and embed this into our volunteering work
- Support the delivery of our Volunteering Strategy
- Strengthen partnerships with arts and cultural organisations across the city to increase awareness of volunteering and support organisations to recruit and retain volunteers

- Maintain and distribute regular volunteering opportunities through the Arts and Culture mailing list, promoting opportunities from partner organisations and supporting their volunteer recruitment

Emergency Response

- Develop positive working relationships with VCSE organisations and encourage them to be part of our community resilience work
- Develop and facilitate a VCSE Resilience sub-group of the Salford Local Resilience Forum
- Further develop and maintain Salford's Trusted Voices Network
- Recruit, train and manage Salford CVS's Emergency Response Volunteers
- Develop community resilience training opportunities for volunteers, VCSE organisations and Salford CVS staff
- Coordinate and maintain clear civil contingency plans and processes, ensuring Salford CVS's staff team and volunteers have clear plans to follow in a civil contingency scenario
- Attend Salford Neighbourhood Resilience Forums to represent Salford CVS
- Support community recovery in the weeks and months following an emergency, working with communities and the VCSE sector
- Capture learning from incidents and exercises through debriefs, and use it to strengthen our future response
- Support the work of 10GM and the Greater Manchester Resilience Unit to strengthen the role of Local Infrastructure Organisations (LIOs) in emergency preparedness and response through partnership development, resource creation, training and shared learning

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 all activities comply with relevant legislation and promote good practice in relation to Health & Safety, 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 in light of 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)
Experience, skills, abilities and knowledge			
1	Experience of working with volunteers, for example recruiting, training, managing or coordinating volunteers, including at events or activities such as festivals or community celebrations	E	A, I, T
2	Experience of building and sustaining productive working relationships with the VCSE sector and with partners at all levels of authority across all sectors, including managing stakeholder expectations	E	A, I
3	Experience of organising and facilitating partnership meetings, and the ability to present to a variety of audiences and stakeholders	E	A, I,
4	Strong communication skills, both written and verbal, including excellent listening, interpersonal and negotiation skills	E	A, I, T
5	Good organisational skills – able to prioritise and plan own workload, manage multiple tasks and work to tight deadlines	E	A, I
6	Project management skills – the ability to plan, coordinate and deliver new ideas and initiatives from concept through to completion	E	A, I
7	Knowledge of good practice and trends in volunteering	E	A, I
8	A good level of computer literacy, including applied knowledge of Microsoft Office (Word, Excel and Outlook) and online platforms such as MS Teams	E	A, I
9	Experience of monitoring relevant outputs and outcomes of projects and producing written reports as required	E	A, I
10	An understanding and commitment to diversity, equal opportunities and quality standards	E	A, I
11	Some understanding of Civil Contingencies and Community Resilience, and of humanitarian and emergency response and the value of clear plans and processes for staff and volunteers	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 support emergency response activities in an operational capacity in Salford when reasonably possible, some of which will be outside normal working hours	Essential	
Commitment to adhering to 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)	n/a	
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 divided into three parts. Parts A and C are removed before the form is distributed 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 Visas and Immigration (UKVI) 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. Salford CVS is not a licensed visa sponsor and is unable to sponsor applicants who require sponsorship to work in the UK. We can, however, employ applicants who already hold a visa granting the right to work in the UK, subject to any restrictions attached to it. 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 Friday 2nd October 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 13th October 2026** at Salford CVS' offices in Eccles.