



Programme Manager (Answer Cancer) Recruitment Pack

Closing Date: 9am, Monday 28th September 2026

Interview Date: AM on Thursday 8th October or PM on Friday 9th October 2026

Reference: (PMAC/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 Programme Manager (Answer Cancer) 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 (on behalf of 10GM - a joint venture between ourselves, Manchester Community Central, Bolton CVS and Action Together <http://www.10gm.org.uk/>) along with our partners Voluntary Sector North West, Unique Improvements and BHA for Equality, have been delivering Answer Cancer, a VCSE-led Greater Manchester wide cancer screening engagement programme, on behalf of NHS GM, for the past eight years.

Salford CVS are lead partner and accountable body for this work.

This is a well-established programme, and we are now looking to replace our outgoing Programme Manager to build on that success and lead us over the coming year.

You will be an experienced, highly motivated Programme Manager; committed to helping us ensure we deliver this exciting programme of work to targets and timescales, impressing both our partners and commissioners in the process of making a significant difference to the uptake of bowel, breast and cervical cancer screening amongst underserved communities across Greater Manchester.

The major elements of this role are:

- Robust, calm and professional programme management skills, with the resilience and diplomacy to coordinate the partnership and maintain positive working relationships
- Planning and delivery of the programme to agreed targets, timescales and budgets
- Keeping the programme on track and proactively managing timelines, priorities and risks
- Coordinating delivery across partner organisations and ensuring key milestones are met
- Monitoring, evaluation and reporting on programme performance, outcomes and impact

A central aim of this partnership is to draw in additional community and VCSE-led delivery networks in order to target low uptake groups and address health inequalities.

We work as a genuine partnership, and our service model and governance arrangements can be summarised as follows:

Salford CVS (the accountable lead), via the Programme Manager, provides a single point of contact for contract management, performance management, and reporting, with our Deputy CEO (and Director of Finance) responsible for financial management.

A Partnership Board, comprising partnership leads from each delivery organisation, attends monthly performance monitoring oversight meetings and holds ultimate responsibility for achieving strategic and operational aims and objectives. This Board is chaired by the CEO of Salford CVS (who is the Senior Responsible Officer). The Programme Manager reports to this Board.

A Delivery Group, organised and chaired by the Programme Manager, meets monthly to discuss delivery pathways and ensure we are delivering the programme effectively.

A quarterly Stakeholder Collaborative is held for wider stakeholders, including commissioners, service leads, VCSE organisations, and cancer champions. This is a dynamic space designed to facilitate community leadership and the Programme Manager plays a key role in the organisation and facilitation of these sessions.

Responsible for all aspects of the day-to-day management of the Answer Cancer programme, the Programme Manager works closely with our other key partners: 10GM members, Voluntary Sector North West, BHA for Equality, and Unique Improvements; our commissioners at NHS GM / NHS England; other public sector colleagues; relevant parts of the wider VCSE sector; alongside other key stakeholders in the programme, including our growing number of Answer Cancer Champions.

The post-holder is responsible for ensuring the timely delivery of the programme's key milestones, monitoring progress regularly, and reporting to the programme's governance and oversight arrangements.

About you

Our successful candidate requires excellent programme management skills, extensive experience of building multi-sectoral partnerships and relationships and outstanding communication skills.

They will also require a knowledge and understanding of the challenges faced by our target cohorts. They will have a clear understanding of population health challenges, some knowledge of the VCSE sector, and an ability to work flexibly and on their own initiative. They will also have demonstrable experience of programme management, preferably within a health or wellbeing environment.

Answer Cancer is a flagship initiative for Salford CVS. We are looking for someone who can hit the ground running, take over the reins of the programme and help us build on its success. Are you the person we are looking for?

To get a fuller flavour of our work, we recommend that candidates look at our website <https://www.salfordcvs.co.uk/>

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

If you would like to know more about the role, please email recruitment@salfordcvs.co.uk

Applications and interviews

If you would like to apply for the position of Programme Manager (Answer Cancer), please submit your application via email to recruitment@salfordcvs.co.uk by **9am on Monday 28th September 2026**

Interviews will take place at Salford CVS' offices in Eccles on **the morning of Thursday 8th October or the afternoon of Friday 9th October 2026 (one interview)**



Job Description

Job Title: Programme Manager (Answer Cancer)

Grade: NJC Point 31 - £25,062.60 pro-rata per annum (£41,771 FTE)

Hours: 22.5 hrs per week (excluding breaks)

Days: To be worked over 3 or 4 days across Monday to Thursday (flexibility required)

Contract: 12 months initial contract with possibility of extension (subject to the successful completion of a 3-month probationary period)

Responsible to: Director of Delivery

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

Main Purposes of the Post

To lead the day-to-day operational management of the Answer Cancer programme, ensuring delivery to agreed targets, timescales and budgets.

To work in partnership with Salford CVS' partners, commissioners and stakeholders to increase the uptake of bowel, breast and cervical cancer screening amongst underserved communities across Greater Manchester.

Specific Duties

The responsibilities set out below relate to the delivery of the Answer Cancer programme.

- Development and day-to-day strategic and operational management of the GM Answer Cancer Programme
- Performance monitoring, quality assurance and analysis of the whole programme
- Progress and performance reporting to the SRO (Senior Responsible Officer), your Line Manager and key stakeholders, including the programme's Partnership Board and commissioners as appropriate

Programme Planning and Management

- Lead the Answer Cancer Programme, providing leadership, and ensuring partners are clear about their responsibilities and have guidance on delivery in line with the agreed Programme Implementation Plan
- Deliver against the agreed Programme Implementation Plan in discussion with the SRO and partners, ensuring all deliverables are met by the programme teams

- Plan, schedule and lead programme activities and meetings (steering meetings, workshops and team progress meetings), pulling in specialists such as finance and grants as needed, and proactively manage programme timelines
- Maintain a strong evidence base and monitor activity consistently across the programme, tracking data to quickly resolve any failures to meet requirements, informing the SRO and Partnership Board as appropriate, and supporting internal and external evaluations
- Take responsibility for ensuring that any risks, issues or exceptions identified within the programme are effectively identified, recorded and managed, including escalation to the SRO, and Partnership Board where appropriate
- Generate an annual report on the overall performance of the Answer Cancer Programme

Communication and relationships

- Act as a key liaison / communication link between Salford CVS, the programme partners and other external agencies, as required to deliver the programme and its outputs
- Develop and foster positive working relationships with key contacts, partner organisations and Answer Cancer team members, proactively managing these so members can count on reliable, knowledgeable support and clear lines of communication and reporting
- Communicate sensitive or complex information about performance or change with a high level of sensitivity and diplomacy
- Present (both formally and informally) to the programme's participants and external stakeholders about the scope, content and timescales associated with the programme
- Organise and attend regular programme review / progress meetings with key officers from partner organisations as required, to ensure effective programme management

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 adherence to all relevant Health & Safety legislation, rules and procedures at all times.
- Ensure all activities comply with relevant legislation and promote good practice in relation to 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 considering the changing needs of Salford CVS.

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

Person Specification

PS Ref	Skills and Experience; Abilities and Aptitude Knowledge and understanding	Essential (E) Desirable (D)	Indicator (Application, Interview, Test)
Skills and Experience			
1	Demonstrable experience of programme and project management, delivering complex programmes to agreed targets, timescales and budgets	E	Application, Interview
2	Proven experience of building and maintaining strong partnerships and working relationships across different sectors	E	Application, Interview
3	Excellent written and verbal communication skills, including the ability to present to and influence a range of audiences	E	Application, Interview, Test
4	Experience of delivering health, or cancer-related programmes, particularly work focused on prevention, screening or reducing health inequalities	D	Application, Interview
5	Experience of performance monitoring, data collection, evaluation and report writing	E	Application, Interview, Test
Knowledge and Understanding			
6	A clear understanding of population health challenges and the causes of health inequalities	E	Application, Interview
7	Knowledge and understanding of the challenges faced by underserved communities, including Black, Asian and minority ethnic communities, disabled people, carers, LGBT people and people from disadvantaged backgrounds	E	Application, Interview
8	Knowledge of the VCSE sector and of asset-based, community development approaches	D	Application, Interview
Approach and Attitude			

9	Ability to manage challenging situations and relationships calmly, professionally and with resilience	E	Application, Interview
10	A strong commitment to equality, diversity and inclusion and to co-production with communities	E	Application, Interview

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 unsocial hours on occasion (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 support emergency response activities in Salford, some of which may be outside normal working hours	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 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 – 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 (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 Monday 28th September 2026 at 9am

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: the morning of Thursday 8th October and the afternoon of Friday 9th October 2026 (one interview) at Salford CVS offices in Eccles.