



Community Researcher (Pride in Place)

Recruitment Pack

8 posts available – applications reviewed on receipt

Part time, fixed term (8 hours a week across 8 weeks)

Interviews: in person or online via MS Teams, arranged as applications are received

Reference: PIPP/CR/08/2026

www.salfordcvs.co.uk

Introducing Salford CVS

Thank you for your interest in the role of Community Researcher (Pride in Place) 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 niamh.meehan@salfordcvs.co.uk.

We want our team to reflect the communities we serve, and we welcome applications from people of all backgrounds. We particularly encourage applications from residents of Brookhouse and Peel Green and Pendleton, and from groups who are under-represented in our workforce. You do not need previous paid experience to apply – if you know your neighbourhood and enjoy talking with people, we would like to hear from you.

The Benefits of Working for Salford CVS

- The holiday entitlement for this role is 7 hours, pro rata. No bank holidays fall within the contract period, and your holiday pay will be paid to you at the end of the contract
- Enhanced company sick and maternity pay, subject to terms and conditions of service
- Pension scheme - with 7% employer contribution (and 1% mandatory employee contribution)
- 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

Please note: if you are currently a member of one of the Neighbourhood Boards, you are not eligible to apply for this role. If you currently work or volunteer for a Salford based VCSE organisation, please declare this as part of your application form.

Information specific to the post

An exciting opportunity has arisen to join Salford CVS as a Community Researcher on the Pride in Place programme.

We are looking to recruit eight (8) part-time Community Researchers, each working 8 hours per week on an 8-week fixed-term contract, based in the community in Brookhouse and Peel Green or Pendleton.

You will conduct community-based research in Brookhouse and Peel Green or Pendleton as part of the Pride in Place engagement plan – supporting residents to complete surveys, gathering feedback from households and local groups, and recording and reporting what you find to the Programme Manager (Place).

To be successful, you will be confident speaking with people you have not met before, comfortable travelling around your local area, and able to complete feedback and reporting on time.

About the role

Community Researchers will be the face of Pride in Place in their neighbourhood. You will carry out research and outreach in local venues and neighbourhoods, speak with residents and community members through door knocking, events and public consultations, and help make sure local voices shape the programme.

The role is 8 hours per week, worked to a pattern agreed with the Programme Manager (Place). The contract runs from Monday 5th October to Monday 30th November 2026 and all appointments are subject to successful attendance at the online induction and training session on Monday 5th October 2026.

We are looking for someone who:

- Is 18 or over (the role involves lone working and unsupervised contact with residents) and has the right to work in the UK
- Knows the Pendleton or Brookhouse and Peel Green area well
- Has good interpersonal skills – friendly and confident speaking to new people
- Is confident travelling around the local area
- Is confident completing feedback and reporting on time
- Has access to a mobile phone or tablet with a camera and to the internet – we can provide a device if you do not have your own
- Is happy to take responsibility for research resources (no bigger than one tote bag)

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

Are you the person we're looking for?

- Do you live, work, volunteer or study in – or have a strong connection to – Brookhouse and Peel Green or Pendleton?
- Are you confident starting a conversation with someone you have never met before?
- Do you have experience of speaking with, helping or working with members of the public – whether paid, voluntary, community or informal?
- Can you record what people tell you and report your findings back on time?
- Do you have a mobile phone or tablet that can take photographs and videos, and access to the internet – or would you need us to provide one?
- Can you commit to 8 hours per week between Monday 5th October to Monday 30th November 2026, and attend the online induction session on Monday 5th October 2026.

This is an excellent opportunity to help shape the future of your own neighbourhood and to gain paid experience of community research.

If you would like to know more about the role, please contact the Programme Manager (Place) by email at niamh.meehan@salfordcvs.co.uk or call 0161 787 7795.

Full training will be provided at the induction session, and ongoing support will be available from the Programme Manager (Place) throughout the contract.

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 Community Researcher (Pride in Place), please submit your application via email to recruitment@salfordcvs.co.uk. Given the number of vacancies we are looking to fill, we will review applications as they come in rather than waiting until a closing date. This means we may close the advert early once we have found the right people for each role – so if you are interested, we would recommend applying as soon as you can.

Because this role is about talking with people rather than writing, you do not have to apply in writing if that is not the easiest way for you. You are welcome to send your answers as a short voice recording or video, or to arrange to give them to us over the phone – just email recruitment@salfordcvs.co.uk to arrange this. Applications in any format are assessed in exactly the same way.

Interviews will be held in person in the community or online via MS Teams and will last up to 30 minutes on w.c. 21st September.

Job Description

Job Title: Pride in Place Community Researcher (8 posts available)

Grade: £13.45 per hour, plus travel expenses and a contribution towards phone / internet costs

Hours: 8 guaranteed hours per week, part-time (excluding breaks), worked to a pattern agreed in advance with the Programme Manager (Place)

Contract: 8-week fixed term, from Monday 5th October to Monday 30th November 2026, and attend the online induction session on Monday 5th October 2026.

Responsible to: Programme Manager (Place)

Place of work: Community based in Brookhouse and Peel Green or Pendleton

Main purposes of the post

To conduct community-based research in Brookhouse and Peel Green **or** Pendleton as part of the Pride in Place engagement plan.

Specific duties:

1. Support community members to complete surveys about Pride in Place
2. Carry out community research and outreach in local venues and neighbourhoods
3. Speak with residents and community members, including through door knocking, events and public consultations
4. Gather feedback from households and local groups in Brookhouse and Peel Green or Pendleton
5. Record and report findings to the Programme Manager (Place)

Generic responsibilities (all Salford CVS staff)

1. Attend and contribute to weekly catch up meetings.
2. Be responsible for the completion of work as set out by the team leader, ensuring targets are met and delivered to timescale
3. Manage your own time and workload effectively, whilst also working as part of a wider team
4. 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
5. Ensure adherence to all relevant Health & Safety legislation, rules and procedures at all times
6. Ensure all activities comply with relevant legislation and promote good practice in relation to safeguarding and data protection

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 niamh.meehan@salfordcvs.co.uk

Person Specification

PS Ref	Criteria	Essential (E) Desirable (D)	Indicator (Application, Interview, Test, Presentation)
Skills, experience and abilities			
1	Good interpersonal skills – friendly and confident speaking to people you have not met before, including on the doorstep and at community events	E	A, I
2	Knowledge of the Brookhouse and Peel Green or Pendleton area, and a connection to it through living, working, studying or volunteering there	E	A, I
3	Confident travelling around your local area and working to an agreed pattern, including some evenings	E	A, I
4	Confident recording what people tell you, completing feedback and reporting on time, and taking responsibility for research resources	E	A, I
5	Experience of speaking with, helping or working with members of the public – paid, voluntary, community or informal, including any customer service or research experience	D	A, I
6	Aged 18 or over – this post involves lone working and unsupervised contact with residents in their own homes and neighbourhoods	E	A

All Staff		
Commitment to always adhering to all of Salford CVS' policies and procedures, including Health & Safety and Equal Opportunities	Essential	
Willingness to undertake a basic DBS check – this post involves unsupervised contact with members of the public in their own homes and communities	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.

We offer a guaranteed interview to disabled applicants who meet the essential criteria set out in the person specification. If this applies to you, please tell us in your application.

All applicants are advised to read fully the job description and person specification for the post before completing the application form.

Reasonable adjustments

If you need any adjustments to take part in this recruitment process – for example a different application format, extra time, an accessible interview venue or an online rather than in-person interview – please tell us at recruitment@salfordcvs.co.uk and we will make them. You do not need to tell us why you need an adjustment, and asking for one will not affect how your application is assessed.

This recruitment pack and the application form are also available in large print or a different format, and we can provide information about the role in other languages, on request. Please email recruitment@salfordcvs.co.uk and we will help.

How we use your information

We use the information in your application solely to assess your suitability for this post and to meet our legal obligations as an employer. Applications from unsuccessful candidates are held for six months and then securely destroyed. The equal opportunities monitoring form is separated from your application before shortlisting, is never seen by the recruitment panel and is used only in anonymised form to monitor the diversity of our applicants. For more information about how we handle personal data, or to exercise your rights under UK data protection law, please contact recruitment@salfordcvs.co.uk.

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. We are unable to offer visa sponsorship for this post, so all applicants must already have the right to work in the UK for the duration of the contract. Right to work checks are carried out consistently for everyone we appoint, in line with the Home Office code of practice on preventing illegal working. Where a right to work is time-limited, we will carry out follow-up checks to confirm that entitlement continues.

Closing date for applications

There is no fixed closing date – applications will be reviewed as they are received and the advert may close early once all eight posts are filled. Please apply as soon as you can.

Interviews will take place in the community or online w/c/ 21st September.

Please note applications received after the advert closes 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 or online via MS Teams and will last 15 – 30 minutes. They will be arranged as applications are received, planned w/c 21st September.