



Human Resources and Organisational Development Manager Recruitment Pack

Closing Date: 12 noon, Wednesday 11th November 2026

Interview Date: Evening of Monday 23rd November

Reference: (HR&OD/10/2026) 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 **Human Resources and Organisational Development Manager** 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 includes acting as an ordinary volunteer or as a Board member. 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 is a well-established and ambitious organisation, with a vibrant team of circa 50 paid staff supported by our Board of Trustees and a wide range of volunteers. As the organisation continues to grow and develop, we are strengthening the way we recruit, develop, support and look after our people.

We are now looking to appoint an experienced Human Resources and Organisational Development Manager to lead our human resources function and drive organisational development across Salford CVS. This is a key role, working closely with the Chief Executive and Senior Management Team.

You will be a knowledgeable, approachable and highly organised HR professional, confident in leading across the full range of people matters, developing our staff and leaders, and helping to keep the organisation compliant.

The major elements of this role comprise:

- Leading and managing the Human Resources (HR) function across the full employee lifecycle, from recruitment and induction through to employee relations, performance and absence management
- Acting as the key point of contact for all HR matters across the organisation, providing a knowledgeable and approachable service to the Chief Executive, managers, staff and trustees
- Planning and delivering training, learning and organisational development activity that builds the capability of our paid staff

- Leading our organisational development activity, including culture, change, workforce planning and staff engagement, so that Salford CVS has the structures, skills and ways of working it needs to deliver its mission
- Leading on key areas of compliance, including safeguarding (as Deputy Designated Safeguarding Lead), safer recruitment and employee DBS checks, and promoting good practice across the organisation
- Bringing a good awareness of accessibility and inclusion to HR practice, helping to ensure our recruitment processes and HR policies are transparent and consistently accessible and inclusive at all times
- Developing, reviewing and keeping up to date our HR policies and procedures, ensuring they remain legally compliant and reflect best practice
- Taking a proactive approach to ensuring our HR practice and compliance is maintained to a consistently high standard at all times

Working closely with colleagues at all levels, you will lead the delivery of a professional, responsive and people-centred HR function. You will lead the organisation's approach on HR matters, acting as the senior point of contact for managers and staff and setting the standard for sound, practical advice that balances the needs of individuals with those of the organisation. You will not be expected to handle complex or legal matters alone. Our HR function is supported by an external HR consultant who provides legal advice and support, and you will be able to draw on their expertise whenever it is needed.

You will lead our approach to learning and development - identifying needs, sourcing and delivering training, and supporting staff and managers to grow and progress in their careers.

You will also help to ensure the organisation meets its legal obligations as an employer, that our HR policies and procedures are current and well understood, and that we handle staff personal information safely and in line with data protection and GDPR requirements.

Organisational development

Organisational development is a central part of this role. As Salford CVS continues to grow, we want to make sure our structures, culture and ways of working support our people to do their best work and help us deliver our mission of 'Making a Difference in Salford'.

Working with the Chief Executive and Senior Management Team, you will help to shape how the organisation develops over the coming years. This will include supporting workforce and succession planning, developing our managers and leaders, and helping teams to adapt well to change as our services and programmes evolve.

You will also lead on how we listen to and engage with our staff, for example through staff surveys and feedback, and use what we learn to strengthen our culture, wellbeing and sense of shared purpose. You will help to embed our values and our commitment to equity, diversity and inclusion in everyday practice, including through tools such as equality impact assessments.

About you

Our successful candidate will be an experienced HR professional with a strong track record of leading HR across the employee lifecycle, together with excellent interpersonal and communication skills.

You will have sound, up-to-date knowledge of employment law and HR best practice, and experience of developing and maintaining policies and procedures.

Experience of managing training and organisational development in a charitable or public sector setting is also an essential requirement of this new role here at Salford CVS.

You will bring a calm and responsive approach to this role, handling confidential and sensitive matters with discretion.

You will take a collegiate approach to your role, keeping the Chief Executive and other Senior Managers informed and engaged in your work.

Salford CVS is a great place to work, and this is an exciting opportunity to help shape how we support, develop and look after our people. 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 Human Resources and Organisational Development Manager, please submit your application via email to recruitment@salfordcvs.co.uk by **12 noon on Wednesday 11th November 2026**

Interviews will take place at Salford CVS' offices in Eccles on **the evening of Monday 23rd November**

Job Description

Job Title: Human Resources and Organisational Development Manager

Grade: NJC Point 31 - £43,149 FTE

Hours: Full-time – 37.5 hrs per week (excluding breaks)

Days: Worked across Monday to Friday, predominantly during core office hours

Contract: Permanent (subject to the successful completion of a 3-month probationary period)

Responsible to: Director of Delivery

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

Main Purposes of the Post

To lead and manage the human resources and organisational development functions of Salford CVS, providing a professional, responsive and legally compliant human resources and organisational development function across the full employee lifecycle.

To lead on training, learning and organisational development, and to support effective HR compliance (including the active management of up-to-date HR policies and procedures), helping Salford CVS to be a well-run, inclusive and high-performing organisation.

Specific Duties

- Lead and manage the day-to-day delivery of a comprehensive human resources and organisational development function across Salford CVS
- Line manage the HR Officer, providing regular supervision, support and guidance, and supporting their ongoing development
- Provide accurate, timely advice and guidance to managers and staff on the full range of HR matters, in line with employment law, best practice and Salford CVS policies
- Report regularly to the Chief Executive and Senior Managers on all HR, people and organisational development matters

HR, Training and Organisational Development

- Manage the full employee lifecycle, including recruitment and selection, onboarding and induction, contracts and terms of employment, performance management, absence management and exit processes

- Lead on all grievance and disciplinary matters, including policies, procedures and implementation supporting other managers as required
- Provide professional support and guidance on wider employee relations matters, including capability and wellbeing casework, with legal advice and support provided by our external HR consultant
- Identify learning and development needs across the organisation and plan, source and deliver training and organisational development activity that builds staff and leadership capability, and oversee all staff training, including mandatory training with support from the HR Officer
- Develop, review and maintain the organisation's internal Staff Handbook and all HR policies and procedures, with support from the HR Officer, ensuring they remain legally compliant, up-to-date and reflect current best practice
- Ensure HR processes and records comply with data protection and GDPR requirements, maintaining appropriate records and promoting good practice in the handling of staff information
- Manage all HR records and the Breathe HR system, ensuring records and management information are accurate and up-to-date, and produce reports and analysis on people-related data (for example turnover, absence and equity, diversity and inclusion) to inform decision-making
- Work with the Chief Executive and Senior Management Team to lead organisational development activity that supports delivery of our Strategic Plan, including workforce and succession planning
- Support managers and teams through organisational change, ensuring change is well planned, clearly communicated and handled fairly
- Lead on staff engagement, including staff surveys and other feedback, and use the findings to develop actions that strengthen our culture, wellbeing and performance
- Help to embed Salford CVS' values and our commitment to equity, diversity and inclusion across the organisation, including leading on equality impact assessments for HR policies and organisational change

Safeguarding

- Act as Deputy Designated Safeguarding Lead for Salford CVS
- Oversee the review and updating of the safeguarding policy and procedures, with support from the Safeguarding Development Worker

- Oversee Disclosure and Barring Service (DBS) checks for new and existing staff, ensuring checks are carried out, recorded and renewed as required
- Lead on the organisation's approach to Safer Recruitment, ensuring safeguarding good practice is embedded at every stage of the recruitment process

Recruitment, Induction and Probation

- Act as recruitment and selection lead, supporting managers to recruit fairly, consistently and in line with best practice
- Lead on induction and onboarding, ensuring new staff are welcomed, supported and well prepared for their role
- Oversee probation processes, ensuring managers keep probationary periods on track and that reviews are completed on time
- Work with the Office and Facilities Manager to ensure the correct timing for the set up and removal of employee accounts for starters and leavers

Staff Wellbeing, Benefits and Occupational Health

- Lead on staff wellbeing and benefits, promoting a healthy, supportive and inclusive workplace
- Oversee occupational health support and any workplace health checks, including managing referrals and ensuring advice is acted upon

Communication and relationships

- Act as a key point of contact on HR matters between senior managers, managers, all other staff, and external partners and advisers
- Develop and foster positive, trusting working relationships across the organisation, providing reliable, knowledgeable and approachable support
- Communicate sensitive, confidential or complex information with a high level of discretion, sensitivity and diplomacy
- Organise and attend regular meetings with managers, staff and external providers as required to deliver an effective human resources and organisational development function

Generic responsibilities (all Salford CVS staff)

- Attend and actively participate in regular staff team meetings
- Support Salford CVS' 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 managing or leading a HR function, including the full employee lifecycle (recruitment, employee relations including grievance and disciplinary casework, performance and absence management)	E	Application, Interview
2	Experience of previously managing an organisational development function, including designing and delivering training, learning and organisational development initiatives that build staff and leadership capability	E	Application, Interview, Presentation
3	Excellent written and verbal communication skills, including the ability to advise, influence and present to a range of audiences, including senior leaders	E	Application, Interview, Test
4	Experience of developing, reviewing and maintaining HR policies and procedures and of ensuring organisational compliance	E	Application, Interview
5	Experience of applying safer recruitment practice, including managing DBS checks for new and existing staff	E	Application, Interview
Knowledge and Understanding			
6	Sound, up-to-date knowledge of UK employment law and HR best practice	E	Application, Interview
7	Knowledge of the VCSE sector and of the operating context for charities and not-for-profit organisations	E	Application, Interview
8	Knowledge of safeguarding legislation and good practice, and the ability to take on the role of Deputy Designated Safeguarding Lead (training will be provided)	E	Application, Interview

9	Completion of Safer Recruitment training and/or Designated Safeguarding Lead training	D	Application
10	Knowledge and understanding of equality impact assessments, and the ability to carry out, or lead on creating, them	E	Application, Interview
Approach and Attitude			
11	Ability to manage challenging situations and relationships calmly, professionally and with resilience, handling confidential and sensitive matters with discretion	E	Application, Interview
12	A strong commitment to equity, diversity and inclusion and to fostering a positive, inclusive workplace culture	E	Application, Interview
13	Ability to lead and support organisational change and staff engagement, helping to build a positive and inclusive organisational culture	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 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 comply with our conflicts of interest policy, which means not volunteering for voluntary, community or	Essential	

social enterprise organisations based and / or active in Salford, including as a Board member		
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.

We are committed to making our recruitment process open and accessible to everyone. If you would like this recruitment pack or the application form in a different format (for example large print, easy read, audio or Word), or if you need any reasonable adjustments to take part in any stage of the application or interview process, please contact recruitment@salfordcvs.co.uk and we will be happy to help. Any adjustments you request will not affect the assessment of your application.

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 – 13) 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 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 11th November 2026 at 12 noon

Structure of the Application Form

The application form consists of **three parts**:

Part A – Personal Information. This section is separated from the rest of your application before it is shared with the recruitment panel. It plays no role in shortlisting.

Part B – Supporting Information. This is the key section used to assess your suitability for the role. Your answers must directly address the criteria listed in the person specification (e.g. numbers 1-13). If you are completing a paper application form, please number your responses clearly so assessors can easily match them to the criteria.

Part C – Equalities Monitoring Form. This is separated from Parts A and B and is not shared with the panel.

Application Format

Paper (MS Word) application -

- ✓ If completing by hand: Use black ink
- ✓ If completing electronically: Use Arial, font size 12

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 evening of Monday 23rd November 2026 at Salford CVS' offices in Eccles.