



Office and Facilities Manager Recruitment Pack

Closing Date: 12 noon, Wednesday 11th November 2026

Interview Date: Tuesday 24th November

Reference: (O&FM/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 **Office and Facilities 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 – so if you need this pack in a different format, or require any reasonable adjustments to apply, please 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

This is an exciting opportunity to take on a key role at the heart of Salford CVS. As our full-time Office and Facilities Manager, you will make sure our premises, systems and services run smoothly for our staff, members and visitors. Leading a team of three administrators and a caretaker/facilities worker, you will be responsible for:

- Managing our office premises and our new 'Court Room' event space day to day, making sure they are safe, welcoming and well maintained
- Overseeing our membership, working with the Membership Administrator to deliver an excellent service to members from joining through to renewal
- Coordinating a busy programme of internal and external meetings and events, including our annual conference
- Managing our external DBS checking service, ensuring it is efficient and fully compliant (training will be provided)
- Leading on IT, equipment and cyber security, including purchasing and managing all aspects, and acting as the main point of contact for our external IT provider
- Acting as our Data Protection Lead, keeping us compliant with UK GDPR and the Data Protection Act 2018, supported by our external data protection consultant
- Acting as our Health and Safety Officer, ensuring compliance and good practice through training, policies and procedures, and overseeing all of the practicalities (PAT testing, etc) – thus keeping staff and visitors safe and secure at all times
- Running an efficient, easy-to-use, comprehensive room booking system for all of our office and event spaces, including new initiatives as they come on stream

No two days are the same at Salford CVS so flexibility and a can-do approach is a must. We are looking for someone who:

- Will enjoy working within a team of dedicated, friendly people who believe in making a

difference

- Is highly organised and cares about the detail
- Is happy to roll up their sleeves and get involved in all aspects of admin, from the big picture to the day-to-day tasks
- Can effectively engage with a diverse range of VCSE organisations and support them to access our wide variety of services

About you

Our successful candidate will be an experienced, highly organised and practical manager who takes pride in keeping things running smoothly. This is a hands-on role in a small team, so you will need to be prepared to get involved in all aspects of our administration, not just manage it. You will have strong IT skills, including Microsoft 365, and the confidence to be the main point of contact with our external IT provider. You will keep accurate records, manage competing priorities calmly and always meet your deadlines.

You will have experience of managing and motivating a team, and of managing health and safety in an office or premises setting, including carrying out risk assessments. You will also need practical experience of managing premises, and all that goes with it. A good understanding of data protection legislation (UK GDPR and the Data Protection Act 2018) is essential, as you will be our Data Protection Lead (supported by an external data protection consultant). Familiarity with Cyber Essentials and the Data Security and Protection (DSP) Toolkit would also be useful, as you will lead on both. An understanding of the VCSE sector in Salford, and the organisations we support, would be a real advantage. You will also manage our external DBS service, so experience of running or administering a DBS checking service is highly desirable. Full training on our systems will be provided.

Above all, you will be friendly and approachable, with excellent communication and customer service skills, and you will share our commitment to equity, diversity and inclusion. 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 Office and Facilities 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 **Tuesday 24th November**

Job Description

Job Title: Office and Facilities Manager

Grade: NJC Point 31 - £43,149 FTE

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

Days: Monday to Friday during our core hours, in person in our busy office

Contract: Permanent (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

The Office and Facilities Manager will manage wide-ranging administrative and operational support to ensure an efficient office environment, provide excellent services to our members and the wider team, contributing directly to the delivery of Salford CVS's priorities. You will also actively manage our physical premises. The postholder will act as Salford CVS's Data Protection Lead (supported by an external data protection consultant) and Health and Safety Officer, and will be the main point of contact for IT, leading on cyber security and compliance. The Office and Facilities Manager will be responsible for four members of staff.

Specific Duties

Programme and Project Support

- Manage admin staff in order to provide effective support for both internal programmes of work and external meetings and events
- Take a hands-on approach, getting involved in all aspects of administration and providing cover when needed

Office and Premises Management

- Oversee building repairs and maintenance via the landlord (Salford City Council), ensuring required repairs are reported and completed swiftly with minimum disruption to services
- Line manage three full-time administration workers and a part-time caretaker / facilities worker, alongside occasional placement workers, ensuring they have appropriate work plans and resources to deliver their activities
- Lead on the development, implementation and management of a sophisticated room booking system for all spaces in our main office site, including the new event space, and for other room bookings as required, ensuring it is robust and efficient for both internal and

external users

- Manage equipment contracts, such as printers and photocopiers, including renewals, ensuring value for money whilst meeting the requirements of our Environmental and Sustainable Procurement policies
- Manage purchasing of office equipment, stationery and other consumables, cleaning and refreshment needs - ensuring value for money whilst meeting the requirements of our Environmental and Sustainable Procurement policies

IT, Equipment and Cyber Security

- Act as the main point of contact for IT across Salford CVS and with our external IT provider, ensuring issues are reported, prioritised and resolved promptly
- Work with the HR and OD Manager to set up and remove staff accounts and system access for new starters and leavers in a timely and secure way
- Order and allocate equipment, including laptops and mobile phones, ensuring value for money whilst meeting the requirements of our Environmental and Sustainable Procurement policies
- Manage software licences, subscriptions and organisational memberships, including timely renewals
- Maintain accurate and up-to-date asset registers for IT and other equipment
- Lead on Cyber Essentials certification and the Data Security and Protection (DSP) Toolkit, supported by our external IT provider

Data Protection

- Act as Salford CVS's Data Protection Lead, ensuring compliance with UK GDPR, the Data Protection Act 2018 and Information Commissioner's Office (ICO) requirements, including ICO registration, with specialist support and advice from our external data protection consultant
- Develop, review and maintain data protection policies and procedures, and support staff to understand and follow them
- Respond to data protection enquiries, including subject access requests, within statutory timescales
- Lead the response to any data breaches, including investigation, record keeping and reporting to the ICO where required

Health & Safety

- Act as Salford CVS's designated Health and Safety Officer, including keeping the Chief Executive updated
- Ensure Salford CVS is a safe place for both staff and visitors
- Oversee and deliver on the organisation's Annual Health and Safety Plan
- Review and update the organisation's Health and Safety and Lone Working policies annually
- Provide premises inductions (including health and safety) to new staff
- Co-ordinate home working, office, and fire risk assessments
- Arrange regular testing for electrical equipment and safety devices

Membership

- Support the Membership Administrator to process new applications for Board of Trustee decision and maintain the membership database
- Support the Membership Administrator with membership renewals
- Ensure members receive a welcoming, high-quality service, from their first enquiry through to renewal
- Produce regular membership reports, including numbers, renewals and trends, for the Director of Delivery, Chief Executive and the Board of Trustees
- Ensure membership records are accurate, up-to-date and managed in line with Data Protection requirements

Disclosure and Barring Service (DBS)

- Manage all aspects of Salford CVS's external DBS provision, ensuring the service meets the needs of the VCSE sector in Salford, and our other customers in Greater Manchester, whilst maintaining high standards of compliance
- Undertake a bi-annual compliance check with the DBS service

Equity, Diversity and Inclusion

- Maintain a good awareness of equity, diversity and inclusion, including the Equality Act 2010 and our own EDI Policy, ensuring equalities are considered and embedded across all areas of this work
- Ensure our premises, room bookings, IT and data systems are accessible and inclusive for staff, members and visitors

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

Ref	Skills, knowledge, experience and personal qualities	Essential (E) Desirable (D)	Assessment method
Skills			
1	Excellent organisational skills, with the ability to manage competing priorities and meet deadlines	E	Application; Interview
2	Strong IT skills, including Microsoft 365, and the confidence to act as the main point of contact with an external IT provider	E	Application; Test; Interview
3	Excellent written and verbal communication skills, including the ability to write clear policies and procedures	E	Application; Interview
4	Ability to keep accurate records, including asset registers, equipment contracts, licences and renewals	E	Application
5	Ability to take minutes for formal meetings	E	Application
Knowledge and understanding			
6	Knowledge of data protection legislation (UK GDPR and the Data Protection Act 2018) and ICO requirements, including handling data enquiries and breaches	E	Application; Interview
7	Knowledge of Cyber Essentials and the Data Security and Protection (DSP) Toolkit	D	Application; Interview
8	Knowledge and understanding of the VCSE sector in Salford	D	Application; Interview
Experience			
9	Experience of managing and motivating paid staff	E	Application; Interview; Presentation
10	Experience of managing health and safety in an office or premises setting, including risk assessments	E	Application; Interview

11	Experience of working face-to-face with a wide range of people to deliver excellent customer service	E	Application; Interview
12	Experience of running or administering a DBS checking service	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 social enterprise organisations based and / or active in Salford, including as a Board member	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.

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 – 12) 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 1-12). 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: Tuesday 24th November at Salford CVS offices in Eccles.