

Programme Manager (Children, Young People and Families) Recruitment Pack

Closing Date: 12 noon, Wednesday 2nd December 2026

Interview Date: Friday 11th December 2026

Reference: (PMSW/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 **Programme Manager (Children, Young People and Families)** 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

Over the past few years, Salford CVS' delivery portfolio has grown significantly to incorporate a wide range of community-facing projects and partnerships, so we are strengthening our capacity at management level. The **Programme Manager (Children, Young People and Families)** will lead our Children, Young People and Families portfolio, bringing together all aspects of this work.

The role has two main strands. The first is children and young people's social prescribing through Wellbeing Matters, Salford's social prescribing programme, which Salford CVS delivers as part of our Live Well work, working closely with our Wellbeing Matters manager for adult social prescribing. This aspect of social prescribing connects children, young people and families with community activities, groups and support that improve their health and wellbeing, helping them to be active, connected and well. The postholder will grow this work together with our Family Hubs work, partnering with Salford City Council's children's services, health and the VCSE sector to develop new children's connector roles and strengthen referral pathways for families.

Salford CVS is a place-based organisation, rooted in the city of Salford. The postholder will adopt an asset-based approach to working with children, young people, families; recognising and building on existing strengths and resources and working collectively to bring about positive change.

The postholder will connect our work to Salford's wider ambitions for children, young people and families, including Early Help, Best Start in Life, the Thrive partnership, Child Friendly Salford and Youth Futures, as well as Salford's Think Family approach to safeguarding. They will take the lead on children's safeguarding across our work with children, young people and families. They will regularly represent Salford CVS at external events and partnership meetings, so will need to be strong and confident in these settings.

This is a varied and exciting role, with real opportunities to shape our work across the organisation and to get involved in different aspects of it. Our new **Programme Manager (Children, Young People and Families)** will bring together these established and emerging programmes to further develop our organisation's place-based approach to supporting children, young people and families.

This is a rewarding role for an experienced, confident and collaborative manager with a background in services for children, young people and families and a passion for making a difference in Salford.

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 (Children, Young People and Families),** please submit your application via email to recruitment@salfordcvs.co.uk by **12 noon on Wednesday 2nd December 2026**

Interviews will take place at Salford CVS' offices in Eccles on **Friday 11th December 2026**





Job Description

Job Title: Programme Manager (Children, Young People and Families)

Grade: NJC Point 31 – £43,149 per annum

Hours: 37.5 hrs per week (excluding breaks), Monday to Friday within our core hours 8am to 6pm, with some evening and weekend work

Days: To be worked over 5 days

Contract: 12 months fixed term with the opportunity to become permanent

Responsible to: A Senior Manager at Salford CVS

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

Main Purposes of the Post

The **Programme Manager (Children, Young People and Families)** will lead a broad and varied portfolio of Salford CVS's community-facing programmes for children, young people and families. At the heart of the post are two main strands: Wellbeing Matters social prescribing for children, young people and families, delivered as part of Salford CVS' Live Well programme, and our Family Hubs work. The portfolio also covers events and activities for seldom heard children and young people, and our Violence Reduction Unit (VRU) programme, all contributing to Salford's wider work on Early Help, Best Start in Life, the Thrive partnership, Child Friendly Salford and Youth Futures. This is a genuinely varied role, and the work supports and encourages local children, young people and families to be active, connected and well.

The postholder will manage the operational and partnership development and delivery of these programmes and line manage relevant staff, ensuring services are delivered on time, on budget and to a high standard, with quality assurance, performance monitoring and evaluation embedded throughout.

They will take the lead on children's safeguarding across the portfolio, ensure all activity remains fully compliant with relevant regulations and good practice, and will support and encourage collaboration between Salford CVS staff and partner organisations.

Specific Duties

Wellbeing Matters and Live Well

- To lead the development and delivery of the children and families aspects of Wellbeing Matters, as part of Salford CVS' Live Well programme, including Salford CVS' children's and young people's social prescribing roles, ensuring delivery to agreed targets and outcomes.
- To manage the social prescribing partnership for children and families, coordinating statutory, health and VCSE partners, overseeing governance and referral pathways, and ensuring the partnership delivers its shared outcomes.

- To work with the Wellbeing Matters Programme Manager to ensure connectivity and alignment with adult social prescribing.
- To oversee the management and development of new children's partnerships and roles across children's services, working with statutory, health and VCSE partners so that they are established and embedded.
- To line manage and support new children's connector roles as they are established, providing appropriate support and supervision.
- To work with Salford CVS' Live Well Programme Manager to ensure the Live Well programme is inclusive of children, young people and families.

Family Hubs

- To line manage Salford CVS' Family Hubs team (three Family Hubs Community Connection Workers and two Family Hubs Development Workers), ensuring their work is delivered to contractual targets, outputs and outcomes and providing appropriate support and supervision.
- To oversee the delivery of Salford CVS' role within Salford's Family Hubs programme, working closely with local authority partners and commissioners to strengthen referral pathways and increase referral numbers, and supporting the ongoing development of Salford's Family Hubs offer and the involvement of local VCSE organisations within it.
- To ensure timely monitoring, reporting and record-keeping for the Family Hubs work, and to represent Salford CVS in relevant Family Hubs partnership meetings.
- To work with Salford CVS' Grants Manager on the delivery of the Family Hub Grants.
- To ensure our Family Hubs work aligns with Salford's Early Help offer and the national Best Start in Life approach.

Events and Activities (seldom heard)

- To lead on the planning and delivery of Salford CVS' annual Young People's Seldom Heard Event.
- To develop and oversee events and activities that engage seldom heard children, young people and families, ensuring their voices inform our work and that of our partners.
- To attend and represent Salford CVS at external events, conferences, forums and partnership meetings, presenting our work confidently and credibly to a wide range of audiences, including senior stakeholders.

Violence Reduction Unit (VRU) programme

- To oversee the delivery of Salford CVS' VRU programme, working closely with partners and commissioners to ensure it is delivered to agreed targets, outputs and outcomes.

- To line manage the Salford CVS member of staff delivering the VRU programme, providing appropriate support and supervision.
- To ensure timely monitoring, reporting and record-keeping for the VRU programme.

Across the portfolio

- To promote joined-up working across our Children, Young People and Families portfolio.
- To act as Salford CVS' lead for children's safeguarding across the Children, Young People and Families portfolio, ensuring good practice in safeguarding children, young people and adults at risk, in line with Salford's Think Family approach.
- To build and manage effective relationships with commissioners and partners across the public and VCSE sectors.
- To represent Salford CVS and the local VCSE sector within the operational sub groups of Salford's Strategic Partnerships for children, young people and families, including Early Help, Best Start in Life, the Thrive partnership, Child Friendly Salford and Youth Futures, ensuring our Children, Young People and Families work contributes to and is shaped by these priorities, and to provide cover for the relevant Salford CVS senior manager at Strategic Partnership meetings when required.
- To adopt an asset-based approach to working with children, young people and families, recognising and building on existing strengths and resources and working collectively to bring about positive change.
- To collect, analyse and interpret quantitative and qualitative data to evidence impact, inform service development and report to commissioners.
- To develop, implement and review processes, policies and procedures for working with children and families, including tailored techniques for engaging with, supporting and monitoring work with children, young people and families.
- To contribute to other health and wellbeing related projects across Salford CVS from time to time, as agreed with your line manager.

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, Abilities and Experience; Knowledge and Understanding	Essential (E) Desirable (D)	Indicator (Application, Interview, Test)
Skills and Experience			
1	Significant experience of project management, including monitoring, evaluation, and reporting	E	Application, Interview, Test
2	Experience of effectively line managing a team of staff to deliver an agreed workplan, and of working collaboratively across multiple teams and workstreams to achieve shared outcomes	E	Application, Interview
3	Experience of building and managing effective relationships with commissioners and partners across the public and VCSE sectors, including working closely with local authority partners to improve referral pathways and successfully deliver joint projects and programmes	E	Application, Interview
4	Experience of working with or within services for children, young people and families, including developing plans and tailored approaches for this work	E	Application, Interview
5	Excellent communication skills, including the ability to make oral presentations and prepare concise written reports and briefings for a variety of audiences, and to represent the organisation with confidence at external events and in partnership settings	E	Application, Interview, Test
6	Experience of collecting and analysing quantitative and qualitative data, and of turning data into meaningful insight by providing clear interpretation to inform decision-making and service development	E	Application, Interview, Test
Knowledge and Understanding			
7	Knowledge and understanding of risk management within a programme or project environment	E	Application, Interview
8	Knowledge and understanding of principles and methods to enable participation of diverse children, young people and families, and of	E	Application, Interview

	equalities legislation and solutions to overcome barriers to inclusion		
9	Knowledge and understanding of the VCSE sector in Salford, and of Family Hubs or social prescribing	D	Application, interview
10	Knowledge and understanding of safeguarding children, young people and adults at risk, including how to recognise, respond to and report concerns	E	Application, Interview
11	Commitment to equity, diversity and inclusion, with experience of putting this into practice in service delivery and team leadership, including challenging discrimination and making services accessible and welcoming to all	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.

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 – 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 and Visa 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 at 12 noon on Wednesday 2nd December 2026

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 1-11). 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: Friday 11th December 2026 at Salford CVS offices in Eccles.