



Volunteering Development Worker (4 posts)

Recruitment Pack



Closing Date: Wednesday 12th September 2018 at 12 Noon

Interview Dates: 21st September 2018

Reference: VDW/4/WBM/8/2018

salfordcvs.co.uk

Contents

- Introducing Salford CVS
- Information specific to the post
- Job description
- Person specification
- How to apply and selection process

Introducing Salford CVS

Thank you for your interest in applying for a job at Salford Community & Voluntary Services (Salford CVS).

We want applicants to be able to understand who we are as an organisation and also 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

Who we are and what we do

Salford Council for Voluntary Services was established in 1973 and has been based in various office locations across Salford ever since.

Originally operating as a co-operative, the structure began to change in 2001 when it had its first Co-ordinator, closely followed in 2002 with its first Chief Officer.

The organisation was incorporated as a Company Limited by Guarantee in 1985 and registered as a Charity in 1988. In 2008 the organisation was renamed **Salford Community and Voluntary Services (Salford CVS)**.

Salford CVS is the city-wide infrastructure organisation for the voluntary, community and social enterprise sector; providing specialist information, advice, development support and opportunities for influence and collaboration. We provide support for organisations to establish and develop including training for their staff, volunteers and trustees.

Volunteer Centre Salford provides support for individuals who want to volunteer and assistance for organisations developing volunteer programmes.

Salford CVS operates within a wider framework in terms of our membership of NAVCA, NCVO and Social Enterprise UK nationally and our membership of 10GM and GMCVO at city-region level.

Mission Statement

Making a Difference in Salford

Vision

A robust voluntary, community and social enterprise sector that meets the diverse needs and aspirations of the people of Salford

Values

MAKING A DIFFERENCE through:	
PASSION	Passionate about the Voluntary, Community and Social Enterprise Sector
INNOVATION	Innovative in our approach
QUALITY	Quality at the heart of all our activities
COOPERATION	Stronger when we work cooperatively with others to achieve our vision
DIVERSITY	Celebrating diversity and promoting equality in Salford
IMPACT	Demonstrating impact and making a difference every time

Salford CVS: Strategic Priorities 2018 – 2023

THEME	WORK STRANDS		
INVESTMENT	Funding / Fundraising	Contracts / Commissioning	Trading
VOICE	Representation	Influencing	Campaigning
SHARE	Resources	Information	Collaboration
VOLUNTEER	Governance	Good Practice	Brokerage
COMMUNITY	Poverty	Inequality	Wellbeing
IMPACT	Compliance	Quality	Social Value

Salford CVS has a proud history of making a difference in Salford for over 40 years. We are a well-respected partner in this city and have excellent relationships with both Voluntary, Community and Social Enterprise (VCSE) and public sector organisations. We are financially stable with a clear business plan and a highly skilled and motivated staff team and board of trustees. As a membership organisation we work hard to address the needs and represent the interests of our hundreds of VCSE member organisations.

Information specific to the post

Salford CVS are seeking to recruit 4 additional Volunteering Development Workers to work with us and our partners across two significant, interconnected programmes of work in Salford.

1. Community Assets programme

This well-established programme of work takes an asset-based approach to population health and wellbeing, is funded by Salford City Council and NHS Salford Clinical Commissioning Group, and led by our partners, local charity Inspiring Communities Together (ICT).

Salford CVS have been working with ICT since 2015 to deliver the volunteering element of this work.

ICT have been developing and delivering this programme since 2014. It offers a wide range of diverse volunteering opportunities aimed at supporting people in a variety of settings:

- Tech and Tea – See link for video <https://communityreporter.net/story/tech-and-tea-2015>
- Postural Stability – see link for further information <https://www.salfordcvs.co.uk/postural-stability-and-step-volunteers-required>
- Care Homes – See link for further information <https://www.salfordcvs.co.uk/wellbeing-champions-care-homes>
- Older People's Outreach – See link for further information <https://www.salfordcvs.co.uk/wellbeing-champions-community>
- Health to Wellbeing – see link for further information <https://www.salfordcvs.co.uk/wellbeing-champions-gp-surgeries>

Further information about the volunteers' experience can be found here:

<https://communityreporter.net/story/volunteer-wellbeing-champions>

<https://www.salfordcvs.co.uk/volunteer-case-studies>

The new Volunteering Development Workers will build upon the existing work and learning from this Community Assets programme, supporting volunteering activity around health and wellbeing by engaging people of all ages as volunteers to support people to help reduce isolation, improve health and wellbeing and ultimately improve people's quality of life. Specifically, this will include supporting the existing network of 200 Volunteer Wellbeing Champions, enabling them to continue to utilise the skills they have developed in holding wellbeing conversations with local people using the Five Ways to Wellbeing tool; and by recruiting and training additional Volunteer Wellbeing Champions in how to hold wellbeing conversations with local people using the Five Ways to Wellbeing tool, supporting successful city-wide initiatives such as Tech & Tea.

2. Wellbeing Matters programme

This is a new programme of work, which commenced in April 2018. The programme is designed to take Person and Community-Centred Approaches (PCCA) to health and wellbeing, and is funded through the Greater Manchester Health and Social Care Partnership's Transformation Fund (TF), with the intention of helping transform how we deliver population health benefits in Salford. Wellbeing Matters is part of a wider TF funded approach to population health in Salford, headed up by Salford Council's public health team and the CCG.

It has been recognised that radical upgrade in population health in Salford needs radical action and solutions – one of which will be to shape a different relationship with the people of Salford. Person-Centred and Community-Centred Approaches are seen as a key vehicle to support Start Well, Live Well and Age Well in Salford, while actively enabling citizens and communities to take greater control of and responsibility for their own health and wellbeing.

Our vision is of people, families and communities at the heart of health and wellbeing. We want a system that listens to what is important to people and works to equip them to take an active role in their health and to live as well as possible with health conditions. A system in which people feel in control, valued, motivated and supported. To realise this requires a social model of health and wellbeing that combines a deep understanding of what matters to people with excellent services, timely data and strong, sustained social support.

The Wellbeing Matters programme comprises three broad, interdependent areas of work (described as workstreams 1, 2 and 3).

This role fits within workstream 2, which focuses on the role volunteering can play to help improve wellbeing and health within local communities and the potential for capacity-building the VCSE sector within the 5 neighbourhoods of Salford. This work will include supporting a citywide campaign to recruit more volunteers in Salford, ensuring good practice is at the heart of all of our activities. Other specific areas of focus are: recruiting new volunteers for a wide range of local VCSE sector volunteer-involving organisations; supporting existing Volunteer Wellbeing Champions and recruiting and training new Champions; supporting place-based VCSE anchors with their volunteering programmes; supporting the delivery of the new social prescribing model for Salford; enabling volunteer-led, small groups to take on more volunteers and increase local participation and engagement – encompassing both formal volunteering alongside social action, time-banking, and other forms of civic participation; playing an active role in promoting wider person and community-centred approaches to wellbeing and health in Salford; and supporting the other two Wellbeing Matters programme interdependent workstreams.

Workstream 1 focuses on the development of an overarching, VCSE led, Social Prescribing model for Salford. This workstream is being delivered by Salford Third Sector Consortium, who have appointed a Social Prescribing Coordinator to lead this work, and five member organisations to act as VCSE anchors (one in each neighbourhood), with each employing a Community Connector to act as a guide and connector away from clinical health services and into VCSE provision, both commissioned and non-commissioned. The new Volunteering Development Workers will support the delivery of this workstream.

Workstream 3 focuses on embedding a social and added value approach in order to maximise positive wellbeing and health outcomes for this programme of work. Salford CVS have employed a Social Value Development Worker to lead on this workstream and to ensure it is connected into and helps deliver the Salford Social Value Alliance's 10% Better campaign. The new Volunteering Development Workers will support delivery of this workstream, particularly in relation to achieving the target of 10% more people volunteering in Salford. The campaign also includes a focus on recruiting volunteers aged 18-25 to support wellbeing initiatives.

The role of our team of Volunteering Development Workers will be to help deliver the three interconnected strategic programmes of work described above.

Successful candidates will be required to work at both a city-wide programme level and through a targeted neighbourhood approach. As well as contributing to programme-wide targets surrounding recruiting, retaining and supporting volunteers (including providing health and wellbeing messages through the five ways to wellbeing conversation and the delivery of wellbeing champion training); each Volunteering Development Worker (4 new alongside 1 existing) will also take a lead in one of

five neighbourhood areas within Salford. They will be expected to build relationships with that neighbourhood's VCSE anchor organisation's Community Connector as well as with a diverse range of local VCSE organisations, groups and activities. To support them in their delivery the Volunteering Development Workers will also connect into the broader Salford CVS offer, including our well-established Volunteer Centre and VCSE Development team.

We're looking for FOUR motivated and passionate people to join our team.

We need people who have the skills and experience necessary to help us deliver these flagship programmes of work.

To do this job you'll need to be able to work flexibly and on your own initiative, getting to know a wide range of partners and your local neighbourhood.

You'll also be adept at capturing the impact of your work and reporting it as required.

Are you one of the people we are looking for?

Further information about Salford CVS and Inspiring Communities Together can be found here:

Salford CVS – www.salfordcvs.co.uk

Salford CVS' Volunteer Centre - <https://www.salfordcvs.co.uk/volunteer-centre>

Inspiring Communities Together - <http://inspiringcommunitiestogether.co.uk/>

Salford Together Community Assets work stream - <http://www.salfordtogether.com/salford-together/our-areas-of-activity/community-assets-group/>

Job Description

Job Title: Volunteering Development Worker

Hours: 37.5 hrs pw (excluding breaks) [x 4.0 posts]

Grade: NJC Point 29

Salary: £26,470

Contract: Initial contract until 31st March 2020 (subject to successful completion of 6 month probationary period)

Responsible to: Salford CVS' Partnerships and Consortia Manager

Main purposes of the Post:

- To deliver the volunteering strand of the Community Assets programme, working in partnership with Inspiring Communities Together, the lead organisation for this work
- To deliver the volunteering strand of the Wellbeing Matters programme (workstream 2), working as part of a team alongside colleagues from the other 2 workstreams
- To liaise effectively with a wide range of key partners, include community groups, voluntary organisations, health and care professionals, public sector, housing providers, etc.
- To deliver all work to strict targets and timescales, ensuring measurable outcomes are achieved and longer-term impact (social value) is demonstrated

Main Duties:

This role involves working at both a programme and a neighbourhood level to recruit, retain and develop volunteering to both support and enable the delivery of a range of health and wellbeing outcomes:-

Recruit

- To support the development of formal volunteering in Salford, seeking to increase the numbers of people volunteering, in line with the Salford Volunteering Strategy – particularly focusing on youth volunteering and employer-supported volunteering.
- To recruit significant number of new volunteers for local volunteer-involving organisations within the VCSE eco-system in each of the five neighbourhoods, as part of the Wellbeing Matters programme of work.
- To recruit and train additional Volunteer Wellbeing Champions in how to hold wellbeing conversations with local people using the Five Ways to Wellbeing tool – in order to support the Community Assets programme of work, including city-wide initiatives such as tech and tea and postural stability.
- To develop and support other forms of community participation within neighbourhoods, including social action movements such as Dementia Friends and Cancer Champions, time-banking and litter picks etc.
- To work with VCSE neighbourhood anchor organisations to develop their existing volunteer programmes, as required
- To support volunteer-led micro community groups to take on more volunteers and increase local participation; assisting with the delivery of a new Social Prescribing approach for Salford by creating a vibrant ecosystem of volunteering opportunities.
- To support individuals and organisations with volunteer recruitment, inductions and training including DBS checks (where necessary)

Retain

- To support the existing network of 200 Volunteer Wellbeing Champions as part of the Community Assets programme of work, enabling them to continue to utilise the skills they have developed in holding wellbeing conversations with local people using the Five Ways to Wellbeing tool.
- To support local groups and organisations to successfully retain and manage volunteers by having suitable structures, policies and procedures in place.
- To support local groups and organisations to access additional support and resources to enhance their volunteering offer including volunteer recognition awards and relevant funding opportunities
- To ensure Volunteer Wellbeing Champions are recognised for their contribution to the project through a variety of methods, including organising an annual volunteer event, volunteering hour's certificates and nominations to local and national volunteering awards
- To process payments of volunteer out-of-pocket expenses and maintain accurate records for the team of Volunteer Wellbeing Champions

Develop

- To enable volunteering to be accessible to all, addressing barriers to volunteering when recruiting and supporting new volunteers
- To engage and help local groups and organisations to maximise their local delivery by supporting them to identify and prioritise engaging opportunities for volunteers.
- To support the development and delivery of a VCSE Leadership training programme as part of the Wellbeing Matters offer
- To write, plan and deliver relevant training sessions for organisations and groups to explore how volunteering can be done differently to support their objectives but also to increase the number and diversity of volunteers in Salford
- To write, plan and deliver a range of ongoing relevant training sessions for volunteers to support their ongoing volunteering and personal development
- To support the promotion and embedding of person and community-centred approaches to health and wellbeing in Salford

Sharing Good Practice

- To demonstrate the positive impact of volunteering within the city via your work through a range of methods, including providing monitoring information against key outcomes as well as testimonials and case study evidence
- Where appropriate, to develop toolkits and resources to support projects and groups to ensure they can be replicated across Salford and beyond
- To work in partnership with Inspiring Communities Together (ICT) to deliver the volunteering aspect of the Community Assets programme of work
- To work effectively as part of a team with other Salford CVS staff, alongside broader stakeholders to share learning and best practice in order to support the growth of volunteering in the city

Project Administration

- To deliver your work to target and timescale, ensuring measurable outcomes are achieved and longer-term impact (social value) is demonstrated
- To undertake monthly and quarterly monitoring as well as outcomes reporting and actively contribute to annual reports
- To attend and report to relevant project meetings as required to support delivery, including monthly Community Assets meetings and Wellbeing Matters delivery meetings

Generic Responsibilities (all CVS staff)

- Attend and actively participate in monthly staff meetings

- 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 your line manager
- Manage 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 also 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

Person Specification

Person Specific ation PS Ref	Skills, abilities and experience	Essential (E) Desirable (D)	Indicator
Skills and Abilities			
1.	Has the ability to communicate with people from a range of backgrounds in a sensitive and supportive way, including excellent listening and negotiation skills	E	Application; Interview
2.	Ability to create and deliver excellent quality participative training to prospective volunteers	E	Application; Interview
3.	Excellent communication skills, including the ability to make oral presentations and prepare concise written reports and briefings for a variety of audiences	E	Application; Interview (test)
4.	Able to use MS office applications (Word, Excel, PowerPoint) in order to produce reports, statistics, newsletters, presentations and webpage content to a high standard as required, plus an understanding and ability to use social media	E	Application
5.	Excellent analytical and problem-solving skills and an ability to think creatively	E	Application; Interview
6.	Ability to make decisions whilst prioritising ever-changing workloads and balancing conflicting priorities, often to tight deadlines	E	Interview
7.	Ability to be self-motivated and receptive to new ideas and ways of working alongside building relationships, motivating and influencing others	E	Application; Interview
Knowledge			

8.	A good knowledge of current influences and policy developments affecting volunteering, including significant knowledge of good practice and quality standards in volunteering	E	Application; Interview
9.	Knowledge of current Data Protection legislation and the importance of confidentiality when dealing with personal data	E	Application; Interview
10.	Knowledge of asset-based community development (ABCD)	E	Application; Interview
11.	Knowledge of the city of Salford	D	Application; Interview
Experience			
12.	Proven experience of recruiting, supporting and managing volunteers together with a clear understanding of the challenges and benefits of working with volunteers	E	Application; Interview
13.	Proven experience of creating, developing and delivering volunteering opportunities	E	Application; Interview
14.	Experience of working in or with the VCSE sector, particularly in health and wellbeing settings	D	Application; Interview
15.	Experience of supporting local community initiatives with their own development	E	Application; Interview
16.	Experience of project management, including the ability to implement and monitor detailed action plans in order to meet outcomes	E	Application; Interview
17.	Experience of developing working practices which promote access and equality and which value diversity	E	Application; Interview
Personal qualities– to be assessed at interview			
18.	Ability to work flexibly and effectively as part of a team in a busy environment - including regular evenings and weekends	E	Interview
19.	Willingness and ability to undertake frequent travel throughout Salford	E	Interview
20.	Own or have access to a car for business use	E	Interview
21.	Willingness to undertake a DBS check (if necessary)	E	Interview
22.	Commitment to adhering to all of Salford CVS' policies and procedures at all times, including Health & Safety and Equal Opportunities	E	Interview
23.	Willing to undertake training relevant to the post, as required by your line manager	E	Interview

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 or not 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.

Salford CVS champions technical, practical and vocational education, which we believe should be valued equally with academic forms of learning. People learn in different ways at different times of their lives and careers. Learning by doing has a huge part to play in people's lives.

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 Ariel 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 Wednesday 12th September 2018**. Please note late applications 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 and we will return this to you.

Interviews will be held on Friday 21st September 2018