



# Community Engagement & Development Worker (Answer Cancer programme)

## Recruitment Pack



**Closing Date: 12 noon, Friday 24<sup>th</sup> September 2021**

**Interview Date: Thursday 30<sup>th</sup> September 2021**

**Reference: ACDW / 2021**

[salfordcvs.co.uk](http://salfordcvs.co.uk)

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## Introducing Salford CVS

Thank you for your interest in the role of **Community Engagement & Development Worker** here 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](mailto:recruitment@salfordcvs.co.uk)

## Who we are and what we do

Salford Council for Voluntary Services was established in 1973. However, our roots go back to 1919 when Manchester and Salford Council of Social Service (MSCSS) was established to address poverty and social need after World War 1. In 1973 MSCSS split into two entities, thus creating Salford CVS and Manchester CVS. 2019 saw us celebrating 100 years since our creation – a century of Making a Difference in Salford!

Salford CVS was incorporated as a Company Limited by Guarantee in 1985 and registered as a Charity in 1988. For much of that time our offices have been based in Eccles, although our work covers the whole of the City of Salford.

In 2008 the organisation was renamed **Salford Community and Voluntary Services** and this remains our legal name today, although inevitably we shorten this to 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, Social Enterprise UK and Charity Finance Group nationally and our membership of 10GM, GMCVO and GM Chamber of Commerce 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:	
<b>PASSION</b>	Passionate about the Voluntary, Community and Social Enterprise Sector
<b>INNOVATION</b>	Innovative in our approach
<b>QUALITY</b>	Quality at the heart of all our activities
<b>COOPERATION</b>	Stronger when we work cooperatively with others to achieve our vision
<b>DIVERSITY</b>	Celebrating diversity and promoting equality in Salford
<b>IMPACT</b>	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. We are a well-respected partner in this city and have excellent relationships with both 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 Voluntary, Community and Social Enterprise (VCSE) member organisations.

## Information specific to the post



Answer Cancer is the VCSE-led cancer screening engagement programme for Greater Manchester, commissioned by the Greater Manchester Health and Social Care Partnership.

The partnership is made up of 4 organisations:

- Salford CVS is the accountable body for the programme, fulfilling the programme, financial and grants management elements of the programme
- BHA for Equality leads on community engagement
- VSNW leads on our Answer Cancer Champions social movement
- Unique Improvements leads on research, evaluation and training

Answer Cancer is not a traditional health promotion service; instead it takes a VCSE-led community development approach in addressing the imbalance in screening uptake amongst certain groups.

The Answer Cancer Programme aims to provide a co-ordinated cancer screening prevention and screening awareness engagement programme across Greater Manchester. We focus on priority areas and communities, using a diverse range of approaches and interventions using a community development and social movement approach. We have a primary focus of Manchester and Salford; followed by Oldham; Heywood, Middleton, Rochdale (HMR); and Bolton. These are the geographical areas that have the poorest screening uptake and outcomes of breast, bowel and cervical screening in Greater Manchester. Within those geographical areas we aim to reach people and communities that traditional screening engagement struggles to connect with.

Through Answer Cancer we aim to help:

- Increase uptake of the breast, bowel and cervical cancer screening programmes within target communities. This will help reduce health inequalities in communities with the worst health outcomes.
- The Answer Cancer Champions social movement will continue to grow in reach, purpose, output and outcomes, which in turn will promote cancer prevention activity across GM.
- There will be better connectivity across cancer prevention and early detection activity in GM through networking and engagement.

More information can be found on our website: <https://www.answercancergm.org.uk/>

## Job Description

<b>Job title:</b>	<b>Community Engagement &amp; Development Worker</b> Answer Cancer - Greater Manchester Cancer Screening Engagement Programme
<b>Grade:</b>	NJC Point 23 (Salary £27,741 per annum)
<b>Hours:</b>	37.5 hours per week (Monday – Friday; core hours between 8am – 6pm)
<b>Contract:</b>	Fixed-term until 31 March 2022 (with possibility of extension)
<b>Location:</b>	Salford based, but working across Greater Manchester
<b>Accountable to:</b>	Answer Cancer Programme Manager

**Purpose:** To establish, develop and deliver community engagement initiatives and health promotion interventions, including outreach, individual and group sessions in order to increase the uptake of breast, cervical and bowel screening.

### Summary:

The post-holder will be a member of the Community Engagement team within the Answer Cancer programme. This post will be line managed by the Programme Manager and based at Salford CVS.

On a day-to-day basis the post-holder will be tasked by and report back to the programme's Community Engagement and Development Manager (*this person is employed by BHA for Equality*).

The post-holder will lead on engagement with prioritised communities / groups across Greater Manchester, including people from BME communities, LGBT people, people with mental health conditions, disabled people, carers and people living in areas of high deprivation.

The role will involve developing and delivering community engagement initiatives and health promotion interventions with individuals, voluntary / community organisations, faith groups, other health providers / services and the business sector.

The aim of the role is to encourage people from prioritised groups / communities to attend national cancer screening programmes (breast, bowel and cervical) thereby increasing uptake and early diagnosis of cancer.

### Main duties:

- Improve knowledge and understanding of cancer prevention and the benefits of cancer screening programmes through the provision of information, advice and cancer awareness via general outreach, 1-2-1 contact, group sessions and workshops
- Help reduce stigma, discrimination and barriers to access through the promotion of relevant health messages and awareness campaigns

- Engage with communities to address cultural / social norms that could prohibit them from achieving or maintaining good health
- Engage with local community and faith groups, local business owners and other organisations / networks to influence and facilitate collaboration
- Assist in the development of health promotion materials including articles, web content and promotional resources to promote key cancer screening / prevention messages
- Provide culturally appropriate and accessible information and advice that is suitable for a wide range of communities aimed at improving knowledge, confidence and influencing behaviour to access cancer screening services
- In collaboration with other members of the programme's delivery team, develop, initiate and run local awareness campaigns as a means of reducing stigma and improving access to screening programmes
- Establish and maintain effective communication and partnerships / networking with prioritised communities
- Support delivery of the grants programme
- Support the recruitment and involvement of cancer champions in the programme
- Represent the partnership at external events
- Ensure all activities are sensitive to the specific needs and backgrounds of participants
- Ensure all activities are developed and delivered within quality standards, clinical governance, safeguarding procedures and national guidance to deliver safe and effective services
- Regularly record monitoring statistics and information about outcomes, measured against agreed targets
- Monitor activity and produce monthly and quarterly reports, detailing all activity and interventions undertaken, including any progress on the outcomes achieved in line with the programme's KPIs
- Gather case studies to identify good / poor practice and barriers to accessing screening by prioritised groups
- Work co-operatively with other members of the team, sharing ideas and participating constructively in staff training and engagement/delivery team meetings
- Keep accurate, confidential and up-to-date records in line with the organisation's policies and procedures and programme requirements
- All staff have a legal duty not to disclose confidential client/Programme user information and must keep accurate, concise and up to date records at all times within a confidential setting
- You will be expected to travel across Greater Manchester, as part of this role, to external meetings, other stakeholder events, etc.

### **Generic Responsibilities (all Salford CVS staff)**

- To prioritise attendance at and actively participate in Salford CVS staff meetings
- To attend and contribute to regular line management sessions with your designated line manager
- To be responsible for the completion of work as set out in an agreed action plan, ensuring targets are met and delivered to timescale

- To write a detailed monthly report – as required by the Chief Executive
- To manage own time and workload effectively, whilst also working as part of a team
- To promote the mission, vision, values and strategic priorities of Salford CVS
- To 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
- To undertake any other duties as appropriate to the nature and grading of the post – as required by the Chief Executive

The above duties are not intended to be an exhaustive list, but an indication of the requirements of the post. The duties within this may be varied from time to time to reflect the changing needs of the organisation and its services.

## **We want to hear from you!**

**Are you looking for a challenging yet rewarding role that contributes to improving the health outcomes of people?**

**Are you keen to develop your skills and apply them to the best of your ability?**

**If Yes, then you could be the person we're looking for!**

**If you would like more information on the Answer Cancer Programme and this post, please contact the Programme Engagement Lead, Donna Miller on 07964 663132.**

If you would like to apply for the position of **Community Engagement & Development Worker**, please submit your application via email to [recruitment@salfordcvs.co.uk](mailto:recruitment@salfordcvs.co.uk) by **12 noon on Friday 24<sup>th</sup> September 2021**.

## Person Specification

Skills / Abilities		Essential (E) Desirable (D)	Assessment method
1	Ability to work with a wide range of people including team members, service users, volunteers, and professionals	E	Application
2	Ability to empathise with individuals and communities and provide sensitive and culturally appropriate and accessible support, information and advice	E	Application; Interview
3	Ability to be flexible and adapt to the changing needs of organisation and groups	E	Application
4	Ability to engage and motivate individuals and groups in terms of behavioural change	E	Application; Interview
5	Ability to adapt and tailor interventions for individuals with regard to gender, sexual orientation, language and culture	E	Application; Interview
6	Ability to develop and maintain good professional working relationships with colleagues from partner organisations, influential people and communities	E	Application; Interview
7	Ability to respond quickly and efficiently in relation to safeguarding concerns	E	Application
8	Ability to prioritise and organise own work	E	Application
9	Ability to resolve issues in a sensitive and calming manner	E	Application
10	Report-writing and feedback skills	E	Interview
Experience		Essential (E) Desirable (D)	Assessment method
11	Experience of working with BME, marginalised and disadvantaged communities & people from diverse backgrounds	E	Application
12	Experience of supporting, advising and providing information and advice to individuals and groups	E	Application; Interview
13	Experience of working as a member of a team and on own initiative	E	Application

14	Experience of developing, delivering and facilitating group work and / or training	E	Application; Interview; Presentation
15	Experience and understanding of delivering key health promotion messages	E	Application; Presentation
<b>Knowledge</b>		<b>Essential (E) Desirable (D)</b>	<b>Assessment method</b>
16	Understanding and experience of the barriers that people face in accessing appropriate and timely services	E	Application; Interview
17	Understanding and knowledge of health inequalities and knowledge of how to promote equal opportunity within prevention work	E	Application; Interview
18	Understanding of the importance of maintaining confidentiality in prevention work	E	Application; Interview
19	Understanding of health improvement work	D	Application
<b>Work-related circumstances</b>		<b>Essential (E) Desirable (D)</b>	<b>Assessment method</b>
20	Willingness to work flexible hours according to the needs of the programme	E	Interview
21	Willingness to attend training courses and workshops	E	Application
22	Able and willing to travel regularly across Greater Manchester to work-related meetings and events	E	Application
23	Be a Salford resident	D	Application



## 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 (**points 1 – 27**) 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. Consequently, we have signed up to Children England's *Open to All* recruitment campaign. We therefore do not ask for academic or professional qualifications unless we really do believe that they are essential to the specific role.



<https://www.childrenengland.org.uk/open-to-all>

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 Friday 24<sup>th</sup> September 2021**

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](mailto:recruitment@salfordcvs.co.uk)

There is no need to post an additional copy. If successful at shortlisting stage you will be asked to sign your application form at interview.

Post: Recruitment, Salford CVS, The Old Town Hall, 5 Irwell Place, Eccles, Salford, M30 0FN.

### **Acknowledgement of receipt**

Email applications will be acknowledged when we receive them. Should you wish to receive an acknowledgement for a postal application, please include a stamped, self-addressed envelope with your completed application form and we will return this to you.

**Interviews will be held on Thursday 30<sup>th</sup> September and will be held at the Salford CVS offices in Eccles, Salford.**