



ANSWER CANCER Programme Manager

Recruitment Pack



Closing Date: **Monday 12th July 2021 at 12 noon**

Interview Date: Friday 16th July

Reference: **AC / PM / 06 2021**

salfordcvs.co.uk

Contents

- Introducing Salford CVS
- Job Description
- Overview of the area of work
- How to apply and selection process

Introducing Salford CVS

Thank you for your interest in the role of **Answer Cancer Programme Manager** here at Salford Community & Voluntary Services (Salford CVS).

We want applicants to be able to understand who we are as an organisation and 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. 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. We play a key strategic role in our city, alongside also participating in Greater Manchester strategic work.

Volunteer Centre Salford provides support for individuals who want to volunteer and also provides 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. We are proud to have been an accredited Living Wage Employer since 2013 and a Living Wage Funder since 2018.



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. 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:



The Answer Cancer Programme

Salford CVS (on behalf of 10GM - a joint venture between ourselves, Macc, Bolton CVS and Action Together <http://www.10gm.org.uk/>) along with our partners Voluntary Sector North West, Unique Improvements and BHA for Equality have been delivering a VCSE-led Greater Manchester-wide cancer screening engagement programme on behalf of Greater Manchester Health and Social Care Partnership since April 2019. Salford CVS are the legal accountable body for this work.

Our original Programme Manager recently moved on to a new position and so we are looking to recruit an experienced, knowledgeable and passionate **Programme Manager** (.8 post) to lead us on the next two years of our journey.

We currently have c.15 paid staff working across the programme, employed across the four partner organisations.

You will be an experienced, highly motivated Programme Manager; committed to helping us ensure we deliver this exciting programme of work to targets and timescales, impressing both our partners and commissioners in the process of making a significant difference to the uptake of bowel, breast and cervical cancer screening amongst harder-to-engage groups across Greater Manchester.

The delivery of this programme is an opportunity for our partnership to build upon our collective experience in this field, our extensive community development track record and strategic commitment to asset-based models of building resilient communities and creating meaningful partnerships.

Our model of delivery is intended to generate additional social value by building capacity across VCSE networks, strengthening co-production approaches with communities and creating multiplier effects across wider health and wellbeing outcomes.

The major elements of this programme of work are:

- Engagement in localities via VCSE organisations
- Engagement with communities of identity, particularly BAME communities, disabled people, carers and LGBT people; and also people from poorer, disenfranchised communities
- Delivery of a grants programme to engage communities and enable participation
- Development of the GM Cancer Champions social movement
- Creation of digital communications and marketing tools alongside more traditional methods
- Development of a quality and innovation hub around cancer screening, including developing toolkits, training programmes, and evaluation methodologies

A central aim of this partnership is to draw in additional community and VCSE-led delivery networks in order to target low uptake groups and address health inequalities.

The Covid-19 pandemic has meant us rethinking how we engage with communities, including marginalised communities at a time of crisis, especially given the restrictions to meeting in person. We have to be innovative and agile in our approaches and we are looking for someone

who can lead a team in difficult circumstances! Unfortunately, cancer has not gone away during the pandemic, so this programme of work is more important than ever...

Our service model comprises, in summary:

Salford CVS (the accountable lead), via the **Programme Manager**, provides a single point of contact for contract management, performance management, and reporting, with our Deputy CEO (and Director of Finance) responsible for financial management.

A **Partnership Board**, comprising partnership leads from each delivery organisation, attend monthly performance monitoring oversight meetings and hold ultimate responsibility for achieving strategic and operational aims and objectives. This Board is chaired by the CEO of Salford CVS (who is the Senior Responsible Officer). The Programme Manager reports to this Board.

A **Delivery Group**, organised and chaired by the Programme Manager, meets monthly to discuss delivery pathways and ensure we are delivering the programme effectively.

A quarterly **Stakeholder Collaborative** is held for wider stakeholders, including commissioners, service leads, VCSE organisations, and cancer champions. This is meant to a dynamic space designed to facilitate community leadership and the Programme Manager plays a key role in the organisation and facilitation of these sessions.

Responsible for all aspects of the day-to-day management of the *Answer Cancer programme*, the **Programme Manager** works closely with our other key partners: 10GM members, Voluntary Sector North West, BHA for Equality, and Unique Improvements; our commissioners at GM Health and Social Care Partnership; other public sector colleagues; relevant parts of the wider VCSE sector; alongside other key stakeholders in the programme, including our growing number of Answer Cancer Champions.

The post-holder is responsible for ensuring the timely delivery of the key milestones identified as part of the programme, regular monitoring and providing progress reports into the governance and oversight arrangements for the programme.

Collaborative working and communication with key stakeholders of the programme is a significant part of the role; as is the promotion of the programmes' objectives, outputs, outcomes and impact within the programme participants and across the wider community and partner organisations.

Our successful candidate requires excellent project and programme management skills, extensive experience of building multi-sectoral partnerships and relationships and outstanding communication skills. They will also require a knowledge and understanding of the challenges faced by our target cohorts.

They will have a clear understanding of population health challenges, some knowledge of the VCSE sector, and an ability to work flexibly and on their own initiative. They will also have demonstrable experience of programme management, preferably within a health, wellbeing or social care environment.

This is a flagship initiative for Salford CVS and we are looking for someone who can hit the ground running, take over the reins of the programme and ensure our partnership can deliver our ambitions, despite the current challenges posed by the Covid-19 pandemic. Are you the person we are looking for?

<https://www.answercancergm.org.uk/>

Job Description

Job title:	Answer Cancer Programme Manager
Grade:	NJC Salary Grade 32 - £35,745 (pro rata £28,596 for 30hrs pw)
Hours:	30 hours per week (4 x 7.5hr working days)
Contract:	Contract until 31 st May 2023
Responsible to:	Director of Delivery, Salford CVS

Overview of the area of work

- Development and day-to-day strategic and operational management of the GM Answer Cancer Programme
- Performance monitoring and analysis of the whole programme
- Financial monitoring of all aspects of programme delivery, supported by the Deputy Chief Executive (Finance & Resources)
- Progress and performance reporting to the SRO (Senior Responsible Officer), your Line Manager and key stakeholders, including the programme's Partnership Board and Greater Manchester Health & Social Care Partnership (GMHSCP) commissioners

Specialist duties

Programme Planning and Management

- Deliver against the Programme's Implementation Plan in discussion with the SRO and relevant partners
- Lead the Answer Cancer Programme - ensuring partner agencies are clear about their work responsibilities and providing guidance on delivery in accordance with the agreed Programme Implementation Plan
- Whilst you will only have direct staff management responsibilities for one Engagement Worker and a Programme Administrator, you will need to provide leadership, support and encouragement across the whole Answer Cancer staff team
- Provide input into the programme's budget, track and manage programme budgets and provide regular update reports to Salford CVS' Chief Executive (SRO) and Deputy Chief Executive (Finance & Resources)
- Take responsibility and provide leadership for the definition, documentation and completion required to ensure that the programme initiatives are completed within agreed budgets
- Provide leadership in setting timescales for successful completion of work, maintaining a focus on delivery priorities and ensuring flow of work between partner agencies is effective
- Ensure that all aspects of the programme are effectively documented and resourced, providing update reports to key programme stakeholders as agreed
- Ensure that all deliverables are met by the programme teams and are consistent with the agreed Programme Implementation Plan
- Plan relevant activities for the programme (such as steering meetings and workshops) and proactively manage programme timelines
- Schedule and lead all team progress meetings, pulling in specialists (Finance, IT, etc.) as necessary

- Ensure a strong evidence base is maintained, and track data continuously to quickly resolve failures to meet the programme's requirements and act accordingly to inform the SRO, Partnership Board and external partners as appropriate
- Ensure that recording and monitoring of activity is developed consistently across the Programme, supporting the internal evaluation of the programme and also any external evaluations that may be required
- Take personal responsibility for ensuring that any risks, issues or exceptions identified within the programme are effectively identified, recorded and managed, including escalation to the SRO, and Partnership Board where appropriate

Communication and relationships

- Act as a key liaison / communication link between Salford CVS, the programme partners and other external agencies, as required to deliver the programme and its outputs
- Develop and foster relationships with key contacts and Answer Cancer team members and proactively manage these relationships such that members can count on reliable and knowledgeable support and information about the programme
- Provide a substantial level of content knowledge about all aspects of the programme and act as an approachable source of knowledge to all staff and key partners
- Communicate sensitive or complex information about performance or change with a high level of sensitivity and diplomacy
- Present (both formally and informally) to the programme's participants and external stakeholders about the scope, content and timescales associated with the programme
- Organise and attend regular programme review / progress meetings with key officers from partner organisations as required, to ensure effective programme management
- Develop positive working relationships with key staff across partner organisations for the Answer Cancer Programme, ensuring clear lines of communication and reporting are in place

Improvement and organisation

- Apply skills and knowledge to react to unplanned situations
- Work across the Answer Cancer Programme to ensure that interdependencies and / or implications within the programme are identified and addressed
- Contribute to the development and continual improvement of the processes and systems of work within the scope of the programme
- Work collaboratively and professionally with managers, staff and partner / external organisations on issues affecting the programme
- Use appropriate project management methodologies as well as recognised standards and tools for delivery

Reporting

- Complete all required periodic monitoring and reporting for the Answer Cancer Programme to a high standard, for the attention of the SRO and for onward submission to our external commissioners
- Generate an annual report on the overall performance of the Answer Cancer Programme
- Maintain relevant databases and records
- Perform simple analyses to review relevant data, including presenting data in a variety of formats

Generic responsibilities (all Salford CVS staff)

- Attend and actively participate in regular staff team 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 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 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

This job description is intended as an outline of the general areas of activity and responsibility for the post-holder and may be amended in light of the changing needs of Salford CVS.

If you have questions regarding this post, please email recruitment@salfordcvs.co.uk

Person Specification

Skills, knowledge, experience and abilities		Essential / Desirable	Assessment method
1.	Significant knowledge and understanding of project management techniques and tools; with a strong evidence of an understanding and application of risk and issue management, including the use of problem-solving and innovative thinking	Essential	Application; Interview; Presentation; Test
2.	Excellent communication skills, including the ability to make oral presentations and prepare concise written reports and briefings for a variety of audiences	Essential	Application; Interview; Presentation
3.	Excellent strategic and operational leadership skills and the ability to develop positive working relationships with people at all levels	Essential	Application; interview
4.	Able to use MS Office applications (Word, Excel, PowerPoint) in order to produce reports, statistics, presentations and newsletters to a high standard	Essential	Application; Interview; Presentation
5.	Strong analytical skills and an ability to present complex information in a manner which is understandable to non-technical audiences	Essential	Application; Interview; Test
6.	Previous training in relevant subjects, e.g. monitoring and evaluation, project management, equality & diversity	Essential	Application
7.	Significant experience of performance monitoring complex programmes of work that feature multiple partners; and experience of undertaking financial monitoring and evaluation	Essential	Application; Interview; Presentation
8.	Experience of effectively chairing team meetings to get the most out of staff whilst achieving key deliverables	Essential	Application; interview
9.	Knowledge and understanding of cancer screening and barriers to uptake	Essential	Application; Interview
10.	Knowledge, understanding and experience of working with diverse communities and delivering projects that tackle inequalities	Essential	Application; Interview; Presentation
11.	Knowledge and understanding of Person and Community-Centered Approaches	Desirable	Application; Interview
12.	Knowledge and understanding of the VCSE sector in Greater Manchester	Desirable	Application; Interview
13.	Working knowledge of the health and social care system in Greater Manchester	Desirable	Application; 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 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 **12noon on Monday 12th July 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: 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 Friday 16th July 2021 in person at our offices in Eccles.