

Recruitment Pack



Closing Date: 12 Noon Thursday 11th July 2019

Interview Date: Monday 15th July 2019

Reference: CSE / DW / 2019

salfordcvs.co.uk

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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 (on behalf of 10GM - a joint venture between the CVS' in Greater Manchester) along with our partners Voluntary Sector North-West, Unique Improvements, and BHA for Equality (and the GM BME Cancer Champions Network) have recently won a contract (3+1 years) worth £2m with Greater Manchester Health and Social Care Partnership to deliver a VCSE-led GM Cancer Screening Engagement Programme.

The aim of this programme of work is to help make a significant difference to the uptake of bowel, breast and cervical cancer screening amongst harder-to-reach groups of people across Greater Manchester.

Salford CVS are the legal accountable body for this work and are now looking to recruit an experienced, knowledgeable and passionate **Development Worker - Localities** (.8 post) who will help us promote and develop our programme of work within the VCSE sector across the 10 local authorities in 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 (10GM)
- Engagement with communities of identity, particularly BME communities (BHA for Equality)
- Development of a Grants Programme to enable participation (Salford CVS)
- Further development of the GM Cancer Champions social movement (VSNW)
- Development of digital and other forms of communications and marketing tools (VSNW)
- Establishment of a quality and innovation hub around cancer screening, which will include developing toolkits and training programmes (Unique Improvements)

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.

Our service model comprises, in summary:

Salford CVS (the accountable lead), via the Programme Manager, will provide 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 will attend monthly performance monitoring oversight meetings and hold ultimate responsibility for achieving strategic and operational aims and objectives.

A Stakeholder Collaborative will be open to VCSE organisations, frontline staff, cancer champions, commissioners and service leads. This will be a dynamic space designed to facilitate community leadership. It will have a mixture of learning / best practice sessions, activity reporting and

planning, including locality focused meetings. Our ambition is for it to be an 'engine room' for mobilising assets, broaden ownership of the programme and provide direction from communities.

This programme of work aims to challenge the myths and stigma surrounding cancer, cancer screening and prevention and equip our communities with the knowledge that early detection is early protection. We will work with communities and target areas across Greater Manchester that are often poorly served and experience disproportionate health inequalities. Activities will include awareness-raising, engagement, training and signposting about the 3 current cancer screening programmes as well as enhancing and developing the Greater Manchester Cancer Champions social movement and capacity-building local VCSE support groups.

We are committed to empowering communities to make informed choices, developing new and existing relationships across the public, private and VCSE sectors in order to deliver an holistic, innovative and people-centred cancer screening engagement programme that helps transform the lives of GM residents.

The **Development Worker (Localities)** will be directly line managed by the Programme Manager and will need to work closely with our key partners: 10GM members, Voluntary Sector North-West, BHA for Equality, and Unique Improvements; colleagues in the wider VCSE sector across Greater Manchester; alongside other key stakeholders in the programme.

The post-holder will be responsible for engaging with the VCSE sector in the 10 local authority areas of Greater Manchester, whilst working more intensively in localities with the greatest need to improve uptake of screening – currently Salford, Manchester, Bolton, Oldham, Rochdale / Middleton / Heywood.

They will be required to work as part of a wider Delivery and Engagement Team, headed up by VSNW, which includes Engagement and Development Workers who are focusing on BME communities' participation and the recruitment, retention and training of volunteer Cancer Champions.

The post-holder will need to be a confident self-starter, with significant knowledge of Greater Manchester and its VCSE sector. Excellent communication skills are paramount for this role and previous experience of community engagement and / or VCSE network development is highly desirable. Knowledge of cancer would be a bonus, although some experience of working within a health and wellbeing environment will suffice. Our chosen candidate will also have a clear understanding of population health challenges and an ability to work flexibly and on their own initiative.

This is a flagship initiative for Salford CVS and we are looking for someone who thinks this an exciting role that they would enjoy developing.

Are you the person we are looking for?

Job Description

Job Title: Development Worker - Localities (Greater Manchester Cancer Screening Engagement)

Hours: 30 hrs per week (excluding breaks). This is a .8 post

Grade: NJC Point 23

Salary: £26,999 (£21,599 pro rata)

Contract: Initial contract to 31st March 2022 (subject to successful completion of a 6 month probationary period and annual reviews; and continuation of funding)

Responsible to: Programme Manager (Greater Manchester Cancer Screening Engagement)

Main purposes of the post

The post-holder will be directly line managed by the Programme Manager and will need to work closely with our key partners: 10GM members, Voluntary Sector North-West, BHA for Equality, and Unique Improvements; colleagues in the wider VCSE sector across Greater Manchester; alongside other key stakeholders in the programme.

The post-holder will be responsible for engaging with the VCSE sector in the 10 local authority areas of Greater Manchester, whilst working more intensively in localities with the greatest need to improve uptake of screening – currently Salford, Manchester, Bolton, Oldham, Rochdale / Middleton / Heywood.

They will be required to work as part of a wider Delivery and Engagement Team, headed up by VSNW, which includes Engagement and Development Workers who are focusing on BME communities' participation and the recruitment, retention and training of volunteer Cancer Champions.

Their work will involve developing and delivering VCSE engagement and network development initiatives across GM, with the aim of reaching target communities in order to encourage people to attend national cancer screening programmes, thereby increasing uptake and early diagnosis of breast, bowel, and cervical cancers.

Specialist duties

- Develop and deliver VCSE engagement and network development initiatives across Greater Manchester, with the aim of reaching target communities in order to encourage people to attend national cancer screening programmes, thereby increasing uptake and early diagnosis of breast, bowel, and cervical cancers
- Develop and deliver network development workshops and events in order to engage and enlist the participation of relevant voluntary organisations, community group and social enterprises in the programme, gathering insight into communities and barriers to participation
- Support local and national campaigns around cancer screening and prevention, including delivering training / key messaging sessions
- Assist with the development of relevant publicity materials and utilise appropriate communications tools in order to promote key cancer screening and prevention messages

- Work collaboratively with other members of the Engagement & Delivery team in order to achieve shared objectives
- Deliver all work to strict targets and timescales, maintaining high levels of accuracy at all times
- Comply with all monitoring and reporting requirements, as requested by the Programme Manager
- Maintain accurate records of all work with GM VCSE organisations on our CiviCRM database system
- Continuously develop knowledge, understanding and experience of VCSE capacity-building techniques and asset-based community development

Generic responsibilities (all Salford CVS staff)

- Attend and actively participate in monthly 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.

Person Specification	Skills, knowledge, experience and personal qualities	Essential (E) Desirable (D)	Indicator
Skills			
1	Excellent communication skills, including the ability to liaise with communities of geography and identity across GM	E	Application; Interview
2	Ability to work on own initiative, organising and prioritising own workload within an agreed plan	E	Application; Interview
3	Ability to inspire and motivate in order to achieve behavioural change	E	Application; Interview
4	Able to use MS Office applications (Word, Excel, PowerPoint) in order to produce reports, presentations, newsletters, etc. to a high standard	E	Application; Interview
5	Ability to accurately use a CiviCRM database system to record contacts and interventions	E	Application; Interview
Knowledge and understanding			
6	Knowledge and understanding of the VCSE sector in Greater Manchester	E	Application; Interview
7	Knowledge and understanding of Greater Manchester – the place and its people	E	Application; Interview
8	Knowledge and understanding of health inequalities and their root causes	E	Application; Interview
9	Knowledge and understanding of cancer screening and barriers to uptake	D	Application; Interview
Experience			
10	Experience of working with and relating to people from diverse backgrounds	E	Application; Interview
11	Significant experience of working with and within the VCSE sector in Greater Manchester	E	Application; Interview
12	Experience of developing, delivering and facilitating training sessions and network development activities	E	Application; Interview
13	Experience of working as a member of a team and on your own initiative	E	Application; Interview
14	Experience of delivering health-related messages to a variety of audiences	D	Application; Interview

Qualifications and training			
15	Previous training in relevant subjects, e.g. equalities, asset-based community development, etc.	D	Application
Personal Qualities			
16	Self-motivating, creative and energetic attitude to fulfilling a professional role	E	Interview
17	Awareness of own strengths and weaknesses, with good time management skills	E	Interview
A	Able to work flexibly – including unsocial hours on occasion (early mornings, evenings and weekends)	E	You will be asked to answer Yes or No at interview
B	Willingness to continue personal and professional development and to undertake relevant training identified with your line manager	E	
C	Commitment to adhering to all of Salford CVS' policies and procedures at all times, including Health & Safety and Equal Opportunities	E	
D	Willingness to undertake any other duties as appropriate to the nature and grading of the post	E	
E	Willingness to undertake a DBS check (<i>if necessary</i>)	E	
F	Willingness and ability to undertake daily travel throughout Greater Manchester for work-related meetings and events	E	
G	Own or have access to a car for business use (<i>and insure appropriately</i>)	E	

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 – 17**) 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. 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. 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.

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 Thursday 11th July 2019. 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 with your completed application form and we will return this to you.

Interviews will be held on Monday 15th July 2019 and will be held at the Salford CVS offices in Eccles, Salford.