



Closing Date: 23rd May 2019

Interview Date: 30th May 2019

Reference: EW/CC/4/19

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 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 role

Salford CVS has been awarded Ambition for Ageing funding to deliver one of their scaled programmes of work, in order to develop age-friendly volunteering and engagement in cultural activities.

In partnership with the Great Place Greater Manchester project and working with Manchester Museum and Greater Manchester Combined Authority this piece of work will align with and support an expansion of the existing Culture Champions project in Manchester.

Culture Champions is a large-scale volunteer ambassador scheme for older people, currently well-established within the city of Manchester and managed by Manchester Museum. The project will support older people to become Culture Champion volunteers, facilitate cultural activity design and manage small payments to develop new activities. This project aims to engage with a broader, more diverse range of people that have perhaps not engaged previously with the project. New inclusive approaches are needed to better reflect the diverse needs and interests of older people, particularly those from marginalised communities who are most at risk of social isolation and those older people who do not currently access cultural activity in their local areas.

The approach builds on existing cultural activity within an area, and where little or no appropriate provision exists, considers how this need can be met with new activity.

The current Culture Champions Manager, based at Manchester Museum, will work in partnership with Salford CVS to:

- Broker and build partnerships and networks between community organisations, public health, housing associations and cultural venues
- Provide guidance and technical support to set up a volunteer scheme
- Widen access to cultural activity among low-participating groups
- Enable and promote later life creativity and talent
- Disseminate learning from this scheme

We are looking to recruit an Engagement Worker (Culture Champions) who will work alongside our existing Volunteering Development Worker team in order to support delivery of this work.

The role of the Engagement Worker (.5 post) will be to recruit older Culture Champions and support them through co-production to develop local cultural activities that will encourage a broader range of people over 50 to participate. The cultural activities will need to be representative of the diverse communities across Salford.

This is a busy role, requiring the ability to switch between tasks quickly whilst working to strict deadlines.

We are looking for someone who is a team player and who possesses excellent engagement and communication skills.

Are you the person we are looking for?

Job Description

Job Title: Engagement Worker (Culture Champions)

Hours: 18.75 hours per week (excluding breaks)

Grade: NJC scale fixed point 23

Salary: £26,999 FTE (actual £13,499.50)

Contract: Initial contract to 31st March 2020 (subject to successful completion of a 3-month probationary period)

Responsible to: Programme Manager

Main purposes of the Post:

- Work closely with our existing team of Volunteering Development Workers to support older people to become Culture Champion volunteers
- Work with Culture Champion volunteers to co-produce cultural activities that reflect the needs and interests of older people
- Work with the Culture Champion volunteers to identify any barriers to involvement and develop an action plan to address these
- Manage Culture Champion volunteers in line with best practice volunteer management
- Identify ways to engage with people from marginalised communities who are most at risk of social isolation and older people who do not currently access cultural activity
- Map current cultural activity and provision and build links with providers
- Work in partnership with existing cultural organisations in Salford
- Identify any gaps in provision and consider, using an asset-based approach, how these could be developed using the small payments budget, in particular considering how sustainability of this activity can be embedded
- Ensure all monitoring requirements for the project are met
- Deliver all work to strict targets and timescales, maintaining high levels of accuracy at all times

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
PS 1	Ability to work effectively both as part of a team as well as independently, managing competing priorities against tight deadlines	E	Application; Interview
PS 2	Ability to think creatively, using judgement and initiative	E	Application; interview
PS 3	Excellent interpersonal skills	E	Application; Interview
PS 4	Ability to communicate effectively, both internally and externally, to a variety of audiences using a variety of methods tailored to the audience	E	Application; interview
PS 5	Demonstrable attention to detail, ensuring high levels of accuracy and diligence in all aspects of your work	E	Application; Interview
PS 7	Ability to work effectively with a diverse range of people, including minority and marginalised communities	E	Application; Interview
PS 8	Ability to influence and collaborate with partner organisations, key stakeholders and colleagues	E	Application; interview
PS 9	Proven ability to build robust relationships with key stakeholders to deliver excellent projects	E	Application; interview
PS 10	Understanding of asset-based approaches	E	Application; interview
PS 11	Able to use MS office applications (Word, Excel, PowerPoint) in order to produce reports, statistics, newsletters, presentations, etc., to a high standard	E	Application; Interview
PS 12	Experience of working with volunteers	E	Application; Interview
PS 13	Experience of volunteer management	D	Application; Interview
PS 14	Experience of working with volunteer-involving organisations	D	Application; interview
PS 15	Understanding of the voluntary, community and social enterprise (VCSE) sector in Salford	D	Application; Interview
PS 16	Able to demonstrate initiative and take a problem-solving approach to a variety of tasks	E	Application; Interview

PS 17	Understanding of the principles of co-production and experience of working with people to co-produce activities / solutions	E	Application; Interview
	Personal qualities		
	Able to work flexibly – including unsocial hours on occasion (early mornings, evenings and weekends)	E	Interview Y/N
	Willingness to continue personal and professional development and to undertake relevant training identified with your line manager	E	Interview Y/N
	Commitment to adhering to all of Salford CVS' policies and procedures at all times, including Health & Safety and Equal Opportunities	E	Interview Y/N
	Willingness to undertake any other duties as appropriate to the nature and grading of the post	E	Interview Y/N
	Willingness to undertake a DBS check (<i>if necessary</i>)	E	Interview Y/N
	Willingness and ability to undertake frequent travel throughout Salford (<i>and beyond on occasion</i>) for work-related meetings and events	E	Interview Y/N
	Own or have access to a car for business use (<i>and insure appropriately</i>)	D	Interview Y/N

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 – 18**) 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 the 23rd May 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 the 30th May 2019 and will be held at the Salford CVS offices in Eccles, Salford.