

## Recruitment Pack



Closing Date: Monday 1<sup>st</sup> April 2019, 12 noon

Interview Date: Monday 8<sup>th</sup> April

Reference: CSE / PM / 2019

[salfordcvs.co.uk](http://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](mailto: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:	
<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		
<b>INVESTMENT</b>	Funding / Fundraising	Contracts / Commissioning	Trading
<b>VOICE</b>	Representation	Influencing	Campaigning
<b>SHARE</b>	Resources	Information	Collaboration
<b>VOLUNTEER</b>	Governance	Good Practice	Brokerage
<b>COMMUNITY</b>	Poverty	Inequality	Wellbeing
<b>IMPACT</b>	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.

Salford CVS are the legal accountable body for this work and are now looking to recruit an experienced, knowledgeable and passionate **Programme Manager** (.8 post) to ensure we deliver this exciting new 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-reach 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 (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.

In order to take this exciting new programme of work forward, Salford CVS are now looking to appoint to a new role of **Programme Manager (Greater Manchester Cancer Screening Engagement)**. This post-holder will be directly responsible to the Chief Executive of Salford CVS in her role as Senior Responsible Officer for the *GM Cancer Screening Engagement Programme*.

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.

The **Programme Manager** will be responsible for organising both the Partnership Board and the Stakeholder Collaborative.

Responsible for all aspects of the day-to-day management of the *GM Cancer Screening Engagement Programme*, the **Programme Manager** will work 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; relevant parts of the wider VCSE sector; alongside other key stakeholders in the programme.

The post-holder will be 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 will be a significant part of the role; as will the promotion of the programmes' objectives, outputs, outcomes and impact within the programme participants and across the wider community and partner organisations.

The post-holder will require excellent project and programme management skills, extensive experience of building multi-sectoral partnerships and relationships, and have outstanding communication skills. Our chosen candidate 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 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 and ensure our partnership can deliver this ambitious programme as planned from the outset.

Are you the person we are looking for?

## **Job Description**

**Job Title:** Programme Manager (Greater Manchester Cancer Screening Engagement)

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

**Grade:** NJC Point 38 (point 32 on the new NJC scale from April 2019)

**Salary:** £34,788 (£27,830 pro rata)

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

**Responsible to:** Chief Executive (and Senior Responsible Officer for the programme)

### **Main purposes of the post**

- Development, strategic and operational management of the multi-faceted Greater Manchester Cancer Screening Engagement Programme
- Performance monitoring and analysis of the programme
- Financial monitoring of the programme, supported by the Deputy Chief Executive (Finance & Resources)
- Progress and performance reporting to the Chief Executive (SRO), key stakeholders, the Programme Board and our Greater Manchester Health and Social Care Partnership's commissioners

### **Specialist duties**

Programme planning and management

- Develop the Programme Implementation Plan in discussion with the Chief Executive of Salford CVS, the Programme Board and other relevant partners as appropriate
- Establish and lead the Greater Manchester Cancer Screening Engagement Programme - ensuring team members across workstreams (and organisations) are clear about their work responsibilities and providing guidance on delivery in accordance with the agreed Programme Implementation Plan
- Provide input into the programme budget, track and manage workstream budgets and provide regular update reports to Salford CVS' Chief Executive (SRO) and Deputy Chief Executive (Finance & Resources), along with the Programme Board
- Provide leadership in setting timescales for successful completion of work, maintaining a focus on delivery priorities and ensuring that the agreed timescales are met
- 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 workstream teams and are consistent with the agreed Programme Implementation Plan
- Plan relevant activities for the programme (such as Programme Board and Stakeholder Collaborative meetings) 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 programme requirements and act accordingly to inform the SRO, Programme Board and external partners as appropriate
- Ensure that recording and monitoring of activity is developed consistently across the programme, to enable the evaluation of the contribution and impact as part of the external evaluation of the programme
- Take 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 Programme Board where appropriate.

#### Communication and relationships

- Act as a key liaison / communication link between Salford CVS, programme partners, GMHSCP commissioners and other external agencies, as required to deliver the programme and its outputs
- Develop and foster relationships with key contacts and other programme team members and proactively manage these relationships such that members can count on reliable and knowledgeable support and information about the programme at all times.
- 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 programme participants and external stakeholders about the scope, content and timescales associated with redesign plans or projects
- 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 in the 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 programme to ensure that interdependencies and / or implications between workstreams 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 partners, commissioners and relevant external organisations on issues affecting the programme
- Use appropriate project management and methodologies as well as recognised standards and tools for delivery

- To adopt a quality improvement approach to the management of the programme

## Reporting

- Complete all required periodic monitoring and reporting for the programme for the attention of the SRO and Programme Board for onward submission to the GM Health & Social Care Partnership commissioners
- Generate an annual report on the overall performance of the programme, for both internal and external use
- Generate workstream-specific reports at agreed time points in their lifetime
- Maintain relevant databases and records at all times
- Perform simple analyses to review relevant data, including presenting data in a variety of formats, bar charts, tables and other graphics as agreed

## 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.**

<b>Person Specification</b>	<b>Skills, knowledge, experience and personal qualities</b>	<b>Essential (E) Desirable (D)</b>	<b>Indicator</b>
<b>Skills</b>			
1	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; Presentation
2	Excellent strategic and operational leadership skills	E	Application; Interview;
3	Ability to work on own initiative and without supervision, organising and prioritising own workload within an agreed plan and programme, successfully managing a diverse workload	E	Application; Interview
4	The ability to develop positive working relationships with people at all levels	E	Application; Interview
5	Able to use MS Office applications (Word, Excel, PowerPoint) in order to produce reports, statistics, presentations and newsletters to a high standard	E	Application; Interview; Presentation
6	Strong analytical skills and an ability to present complex information in a manner which is understandable to non-technical audiences	E	Application; Interview
<b>Knowledge and understanding</b>			
7	Significant knowledge and understanding of project management techniques and tools	E	Application; Interview; Presentation
8	Strong evidence of an understanding and application of risk and issue management, including the use of problem-solving and innovative thinking	E	Application; Interview
9	Knowledge and understanding of cancer screening and barriers to uptake	E	Application; Interview; Presentation
10	Knowledge and understanding of Person and Community-Centred Approaches	D	Application; Interview
11	Working knowledge of the health and social care system in Greater Manchester	D	Application; Interview
12	Knowledge and understanding of the VCSE sector in Greater Manchester	D	Application; Interview
<b>Experience</b>			
13	Extensive experience of implementing and operating project / programme management systems within an organisation	E	Application; Interview; Presentation

14	Significant experience of performance monitoring complex programmes of work which feature multiple partners	E	Application; Interview; Presentation
15	Experience of undertaking financial monitoring and evaluation	E	Application; Interview
16	Substantial experience of managing relationships with a wide range of partners and key stakeholders	E	Application; Interview
17	Experience of implementing quality improvement methods	D	Application; interview
<b>Qualifications and training</b>			
18	Previous training in relevant subjects, e.g. monitoring and evaluation, project management	E	Application
19	Formal qualification in Project Management e.g. Prince 2	D	Application
<b>Personal Qualities</b>			
20	Self-motivating, creative and energetic attitude to fulfilling a professional role	E	Interview
21	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 frequent travel throughout Salford ( <i>and beyond on occasion</i> ) for work-related meetings and events	E	
G	Own or have access to a car for business use ( <i>and insure appropriately</i> )	D	

## 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 – 19**) 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 Monday 1<sup>st</sup> April 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](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 Monday 8<sup>th</sup> April 2019 and will be held at the Salford CVS offices in Eccles, Salford.**