



# **Live Well Little Hulton Development Worker Recruitment Pack**

**Closing Date: Monday 15<sup>th</sup> April 2024 at 12 noon**

**Interview Dates: Tuesday 23<sup>rd</sup> April 2024**

**Reference: LWLH/2024**

## Welcome from our Chief Executive

Hi, thanks for considering a role at Salford CVS.

Salford CVS has a long and proud history of making a difference in Salford – we were established in 1919! Our last State of the VCSE Sector research in 2021 showed that there are over 1,600 VCSE groups and organisations in the city, supported by over 7,000 paid staff and almost 62,000 volunteers. With a backdrop of pandemic recovery and rising costs of living their services and support of them has never been more needed.

I've been in post since 2013 and during that time I have led the development and diversification of the organisation and what we do. Alongside prioritising delivery of all of the key services associated with a CVS and Volunteer Centre, we also lead/participate in a wide range of other activities and programmes, including Wellbeing Matters (Social Prescribing) and Answer Cancer (Cancer Screening Engagement), to name just two.

I'm telling you all this because I'm keen to employ someone for this role who cares as much about this city, our sector, the diversity of our work and the people who live and work here as we all do.

We have a vibrant and multi-skilled team of paid staff here at Salford CVS, ably supported by our Board of Trustees and other volunteers. Our values of Passion, Innovation, Quality, Cooperation, Diversity and Impact and associated commitments are central to everything we do. Our team of 40+ paid staff come from a variety of backgrounds and experiences; what unites us all are those values and our commitment to our mission of 'Making a Difference in Salford'.

Thank you for your interest – and I really do hope you will consider becoming a member of the Salford CVS team. Good luck!

Regards

Alison Page

Chief Executive, Salford CVS

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## Introducing Salford CVS

Thank you for your interest in the role of **Live Well Little Hulton 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 One. 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 (VCSE) 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.



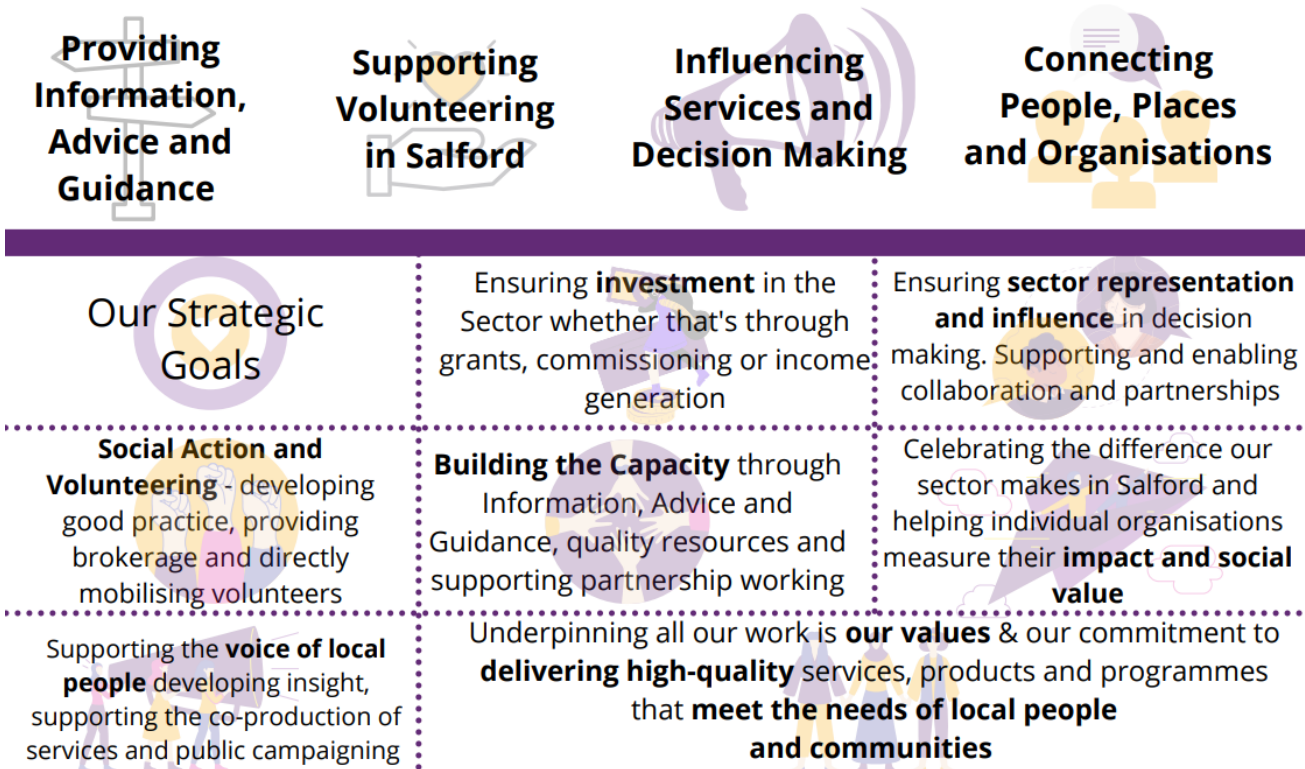
**Our Mission Statement** - Making a Difference in Salford

**Our Vision** - A robust voluntary, community and social enterprise sector that meets the diverse needs and aspirations of the people of Salford

**Our 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



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.

## The Benefits of Working for Salford CVS

- 28 days' holiday - rising to 30 days (after five years), plus Bank Holidays (pro rata for part-time)
- Paid sick leave – subject to terms and conditions of service
- A compassionate approach to dependents leave and compassionate leave - to help deal with life's unforeseen circumstances
- Pension scheme - with 7% employer contribution (and 1% mandatory employee contribution)
- Cycle to Work Scheme
- Membership of the Hospital Saturday Fund via an employer subsidised scheme (optional and non-contractual)
- RHS family membership (optional and non-contractual)
- Development opportunities - we support and encourage our staff to progress in their careers (including formal training)
- A supportive working culture - we respect and support one another to do the best we can

We are an [accredited Living Wage Employer](#) (and Funder), ensuring not just our staff are paid the Real Living Wage but also that any projects we fund can do the same.



## CommUNITY Little Hulton

We are a Charity run by local people, for local people. Together we are making our area better for everyone.

We do this by:

- Making things happen for Little Hultoners: activities, services, events, clubs, support, training. From a youth club to an older people's domino group and everything in between. There is always loads happening.
- Bringing our community together: We help new and existing community groups to grow and develop, we link up groups and initiatives and we kick start conversations about what could happen locally.

We run and manage a Community Hub on Little Hulton Precinct and The Pavilion in Peel Park.

What we do and provide will change over time as the needs of our local community changes. Current key projects include:

- The Youth UNITY Youth Club
- 'It's Thursday group' with different activities each week for local people.
- A Food Club - reduced price food for local people affected by the cost-of-living crisis.
- The Pavilion - we are rebuilding The Pavilion in Peel Park to be a fantastic new community space. With facilities for young people, a place for parties and events and a cafe, it will be a place for us all to come together.

## Live Well Little Hulton

Live Well Little Hulton aims 'to nurture the strengths and assets within the neighbourhood to facilitate community wide access to the resources and activities that enable people to know how to manage and improve their well-being, by creating a community led 'Live Well Little Hulton Network'.

The two-year project is a joint Salford CVS and CommUNITY Little Hulton project which is aligned to a number of Live Well pilots across Greater Manchester as part of a GM movement for community-powered health and wellbeing. Live Well is "the name for our collective work and shared commitment to ensure everyone feels healthy, supported and connected through a wide variety of information, activities and support, designed and delivered with, for and by our communities. This will mean a focus on the people who are most disadvantaged and may need further support."

The Live Well Little Hulton project will work alongside local people, communities, services and businesses to map what local assets are available to support wellbeing, understand how they are currently accessed and use the insights to nurture a community led network of trusted voices that will: -

- Promote, signpost, and identify opportunities for people to access health and wellbeing support or activities.
- Increase the ability to choose and access activity and support that enhances physical and emotional wellbeing.
- Enable the community to navigate and access activities, services and information that enables them to manage their wellbeing
- Increase the range of activities and support available across the community, including support targeted at those with specific needs.
- Improve the experience of health and wellbeing services.
- Engage local people in promoting and developing wellbeing activities for their communities

### **Information specific to the post**

We are looking for a Live Well Little Hulton Development Worker who will play a central role in the development of a community led network of trusted voices that will enable local people to access activities, services, and information in support of their emotional and physical wellbeing.

Initially, Live Well Little Hulton will use innovative and creative methods to engage with the community to establish baseline information and insights to inform the development of the network. This will include recruiting and supporting a small team of community researchers to undertake a community wide audit.

The role of Live Well Little Hulton Development Worker is a great opportunity for an individual that has a passion for building on community strengths and assets to help establish a model that can be adapted for communities across Salford, Greater Manchester and beyond.

The Live Well Little Hulton Development Worker will be confident in working both as part of a team and collaborating with a wide range of community stakeholders including: - residents, community groups, charities, local GP practices, Council Officers, and local businesses.

This post will be matrix managed by Salford CVS and CommUNITY Little Hulton. It will be based in the community and will require some evening as well as weekend working.

### **If that sounds like you – then we want to hear from you!**

If you would like to know more about the role, please contact Bruce 07545 660949, [bruce.poole@salfordcvcs.co.uk](mailto:bruce.poole@salfordcvcs.co.uk).



## Job Description

Job Title: Live Well Little Hulton Development Worker

Hours: 18.5 hours a week

Grade: NJC Point 23 - £30,276 per annum, actual for 18.75hrs £15,138

Contract: Part Time, 2 years Fixed Term

Responsible to: The Active Communities Manager

Place of work: CommUNITY Little Hulton and Salford CVS

## Main purposes of the post

The Live Well Little Hulton Development Worker will be central to the delivery of the project and work alongside the team at CommUNITY Little Hulton and Salford CVS to achieve the aims of the project.

## Your responsibilities

The Live Well Little Hulton Development Worker will be based with Community Little Hulton and Salford CVS to:-

- Recruit, work with and support a small team of local community researchers to
  - map where and how local people find out about or access activities, service and information.
  - gather insight and intelligence about the key trusted touchpoints for local people.
  - highlight the blocks and barriers to local people when accessing existing local offers, as well as any perceived gaps in provision.
- Listen to and hear the voices of local residents and ensure that they are empowered to shape the Live Well Little Hulton project.
- Work with local people and stakeholders to build on insights and evidence to develop a sustainable network of formal and informal networks of diverse trusted voices.
- Support the delivery of a training and development offer that enables all volunteers, partners and stakeholders to learn and share assets and approaches in support of community offers.
- Scope out activities, projects or organisations that could be developed to fill identified needs and gaps.
- Work with and support local community members, groups, organisations and partners to ensure engagement in the Live Well Little Hulton project.

Key responsibilities will also include: -

- Planning, coordinating and managing meetings and events.
- Delivering against agreed targets and timescales, ensuring measurable outcomes are achieved and longer-term impact (social value) is demonstrated.
- Completing project monitoring, outcomes reporting and contributing to annual reports.
- Attendance and reporting to relevant project meetings as required.

### **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.
- 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

<b>Skills, experience and abilities</b>			
<b>Criteria</b>		<b>Essential / Desirable</b>	<b>Assessment method</b>
1	Experience of undertaking participatory community research or audits	E	Application; Interview
2	Experience of ensuring that the voices of local residents are empowered and enabled to shape projects and services.	E	Application; Interview; Practical task
3	Experience of supporting the practical development of local community initiatives	E/D	Application; Interview
4	The ability to communicate with people from a range of backgrounds in a sensitive and supportive way, including excellent listening and negotiation skills	E	Application; Interview
5	Proven experience of supporting casual workers and /or volunteers, including a clear understanding of the challenges and benefits of working with volunteers	E	Application; Interview
6	The ability to analyse insight data to inform written and oral presentations, reports and briefings for a variety of audiences	E	Application; Interview
7	Able to use MS office applications (Word, Excel, PowerPoint) in order to produce reports, statistics, newsletters, presentations and webpage content to a high standard as required, plus an understanding and ability to use social media	E	Application;
8	Ability to prioritising ever-changing workloads and balancing conflicting priorities.	E	Interview
9	Ability to be self-motivated and receptive to new ideas and ways of working alongside building relationships, motivating and influencing others	E	Application; Interview
10	Experience of working as part of a team and the ability to work on own initiative, including when remote working	E	Application; Interview
11	Ability to be flexible, including a willingness to work some evenings and weekends	E	Application; Interview;
12	Experience of working in or with the VCSE sector, particularly in health and wellbeing settings	D	Application; Interview

<b>Knowledge</b>			
13	Knowledge and understanding of asset-based community development (ABCD) and	E	Application; Interview; Presentation
14	Practical knowledge of community research/ insight gathering	D	Application; Interview;
15	Knowledge of the city of Salford and the neighbourhood of Little Hulton	D	Application; Interview
16	Through understanding of the factors that influence physical and emotional wellbeing	D	Application; Interview;

### **All Staff**

17	Able to work flexibly – including unsocial hours on occasion (early mornings, evenings and weekends)	Essential	Application (Y/N)
18	Willingness to continue personal and professional development and to undertake relevant training, as identified with your line manager	Essential	Application (Y/N)
19	Commitment to adhering to all of Salford CVS' policies and procedures at all times, including Health & Safety and Equal Opportunities.	Essential	Application (Y/N)
20	Willingness to undertake any other duties as appropriate to the nature and grading of the post.	Essential	Application (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 – 11) 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 on Monday 15<sup>th</sup> April 2024 at 12 noon**

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 in person on: **Tuesday 23<sup>rd</sup> April 2024** at CommUnity Little Hulton Offices.

