



Development Worker

Recruitment Pack

Closing Date: 12noon, Wednesday 1st June 2022

Reference: DT/G&BDW

www.salfordcvs.co.uk

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Introduction

Salford CVS has a proud history of making a difference in Salford. We are a well-respected charity 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 ensuring we of our hundreds of Voluntary, Community and Social Enterprise (VCSE) member organisations.

Information specific to the post

An exciting opportunity has arisen to join Salford CVS to support our capacity-building / development team.

Are you good with people?

Do you enjoy working in a fast-paced and rewarding role where every day is different and you get to meet people who want to make a difference to the communities they live in?

Have you experience of working within the VCSE sector and are keen to share your skills, experience and knowledge to help VCSE groups and organisations to make a difference?

If Yes, then you could be the person we're looking for!

We're looking to recruit a full-time (37.5 hours per week) **Development Worker**, on a permanent contract, subject to the successful completion of a 6-month probationary period.

For the right candidate(s) we are open to part-time / job share.

The post-holder will assist the Services Manager in the development and delivery of the capacity-building, information, advice and guidance (IAG) service aimed at VCSE group and organisations. The role will be based in both the office and community settings.

The **personal qualities** we are looking for are:

- An ability to communicate effectively, both verbally and in writing, with people from a wide and diverse range of backgrounds - from small community groups to large charities and social enterprises - in a culturally sensitive way
- A highly motivated and enthusiastic person
- Patience and good humour

- An ability to build strong and trusting relationships with VCSE groups and organisations
- An ability to provide professional challenges, when necessary
- Ability to provide practical and pragmatic solutions to a wide range of problems.

It is essential for the person we recruit to have **experience of working within the VCSE sector**.

In particular, proven experience in:

- Governance of VCSE groups and organisations, including
 - Advising on the most appropriate organisational model.
 - Roles and responsibilities of trustees, directors and management committee members.
- Fundraising (particularly bid writing)
- Supporting or running Social Enterprises

In addition, experience in one or more of the following areas:

- Policies and procedures
- Managing grant-funded projects
- Knowledge and experience of the factors affecting the day to day running of a VCSE group/organisation
- Long-term business sustainability and improvement
- Monitoring, evaluation and impact reporting

The chosen candidate will have the skills and ability to create and deliver quality participative learning and training to participants from VCSE organisations.

As part of this role, the ability to research a range of policy, strategic and legal information and be able to translate from technical language to plain English, applying them in practice, is crucial.

The post-holder will be a strong and supportive team player whilst also being a self-starter.

Full training will be provided to familiarise the post-holder with Salford CVS' systems and support with professional development will be available.

Offer of informal chat about the role

If you would like to know more about the role, please call Anne-Marie Marshall, Services Manager, for an informal chat on 0161 787 7795 or email

Annemarie.marshall@salfordcvs.co.uk

Job Description

Job Title: Development Worker

Hours: 37.5 hrs per week (excluding breaks) / open to part-time or job share

Grade: NJC Points 23 to 25

Salary: £28,226 - £30,095 (pay award pending) plus 7% employer pension contribution / pro rata for part-time

Contract: Permanent contract, subject to funding and the successful completion of a 6-month probationary period

Responsible to: Services Manager

Main Purposes of the Post

- To build the capacity, capabilities and sustainability of the Salford voluntary, community and social enterprise sector, thus contributing to improved outcomes for people living in Salford now and into the future.

Capacity-Building:

- To provide **information, advice and guidance** to VCSE groups and organisations in a range of areas, including:
 - governance
 - legal structures (starting and scaling up - constituted groups, social enterprises, charities and co-ops)
 - social enterprises
 - funding & social investment
 - policies & procedures
 - business/project planning
 - monitoring and evaluation
 - evidencing impact and outcomes
 - networking and partnerships
 - assessing and managing risk
 - day-to-day operational activities
- To provide **mentoring** to VCSE groups and organisations in a range of areas (as above).
- To accurately **capture and record** IAG and support given on our CRM system.
- To **identify and provide a range of opportunities** for VCSE groups and organisations to develop their knowledge and skills to operate effectively and with good practice. For example, hold workshops, share relevant documentation and information, create blogs and vlogs, and signposting to relevant external events and activities.

Training:

- Develop and deliver high-quality accessible materials, training, workshops and support packages that enable VCSE groups and organisations to build strong and effective governance and other relevant skills.
- Work collaboratively with the Services Manager and the wider Development Team to devise and provide a capacity-building training programme that meets the wider and emerging needs of VCSE groups and organisations.

Partnership and Networking Development:

- Support groups to **network** with other VCSE groups and organisations and link into **partnerships** and strategic priorities for the City of Salford that are relevant to their work.
- Build **positive working relationships** with VCSE groups and organisations, statutory partners, commissioners and funders.
- **Work collaboratively** with colleagues across the organisation, including the Volunteer Centre, Grants and Investments, Wellbeing Matters, Age Friendly Salford, Answer Cancer and other internal projects.
- Provide general **support** and **facilitation** to the Salford CVS VOCAL VCSE Forums for voice and influence, Salford CVS events and various focus groups - where possible using the principles of co-production.

Communication Skills:

- **Monitor, gather evidence and report** on agreed outcomes from all relevant aspects of the work – this will contribute towards monitoring and evaluation processes, annual reports and marketing and communications.
- Maintain and update allocated areas of the Salford CVS **website**.
- Contribute to **social media communications** and other communications as agreed with the Services Manager.
- Collect and communicate **relevant information** to colleagues and VCSE groups and organisations on a full range of up-to-date, relevant and accessible information on various opportunities e.g. funding, social investment, tenders, training, sector developments, policies, collaboration, consultations, surveys, etc.

Generic Responsibilities (all Salford CVS staff)

- To attend and actively participate in staff team meetings
- To attend and contribute to regular line management sessions with your designated line manager
- To be responsible for the completion of work as set out in an agreed action plan, ensuring targets are met and delivered to timescale

- To write and submit a detailed monthly report to the Chief Executive of Salford CVS and your line manager
- To manage own time and workload effectively, whilst also working as part of a wider team
- To promote the mission, vision, values and strategic priorities of Salford CVS
- To 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 actively implement and promote Salford CVS' Equal Opportunities Policy
- To ensure adherence to all relevant Health & Safety rules and procedures at all times
- To ensure all activities comply with relevant legislation and promote good practice in relation to safeguarding and data protection
- To undertake any other duties as appropriate to the nature and grading of the post – as required by the Chief Executive of Salford CVS.



100 Years Celebration Event



Salford VCSE Conference

Person Specification

PS Ref	Skills, abilities and experience	Essential (E) Desirable (D)	Indicator
Capacity Building			
1	<p>Experience of delivering accessible information, advice and guidance activities within a VCSE organisation</p> <p>Essential knowledge and experience of:</p> <ul style="list-style-type: none"> • Governance within VCSE organisations, in particular setting up groups and organisations • Funding, in particular, writing bids • Social Enterprises <p>Desirable knowledge and experience of:</p> <ul style="list-style-type: none"> • Co-operatives • Tendering • Social • Policies and procedures • Business/project planning • Managing grant funded projects • Monitoring and evaluation • Evidencing impact and outcomes • Networking and partnerships • Assessing and managing risk • Day-to-day operational activities of a VCSE group/organisation 	E	CV; Supporting statement; Interview; Presentation
2	Knowledge and experience of capacity-building techniques, asset-based community development and awareness of co-production	E	CV; Supporting statement; Interview; Presentation
3	Knowledge and understanding of the factors affecting VCSE sector operations, sustainability, improvement and developing business plans	E	CV; Supporting statement; Interview

4	An ability to research, understand and apply to practical circumstances a range of policy, strategic and legal information.	E	CV; Supporting statement; Interview
5	The ability to produce monitoring, case studies and report on agreed outcomes from all relevant aspects of the work	E	CV; Supporting statement; Interview
Training			
6	Experience of creating and delivering quality participative training and workshops to a diverse range of people.	E	CV; Supporting statement; Interview
7	Qualification in Level 3 Education and Training or PTTLs or similar.	D	CV
Partnership and Networking Development			
8	Bring people together from a wide range of backgrounds in a culturally sensitive and supportive way.	E	CV; Supporting statement; Interview
9	Experience facilitating meetings, activities and events both online and in-person	E	Application ; Interview
10	Experience of developing working practices which promote access and equality and that value diversity	E	Application ; Interview
Communication Skills			
11	Excellent communication skills, including the ability to make oral presentations and prepare concise written reports, newsletters and briefings for a variety of audiences	E	CV; Supporting statement; Interview
12	Able to use MS Office applications (Word, Excel, PowerPoint) to produce reports, statistics, newsletters, presentations and webpage content to a high standard as required, plus an understanding of and ability to use social media	E	CV; Supporting statement; Interview Presentati on

Personal Attributes			
13	Excellent analytical and problem-solving skills and an ability to think creatively	E	Presentati on; Interview
14	The initiative to plan and organise your own workload, effectively managing yourself and taking responsibility for enhancing your own performance.	E	Interview
15	Ability to multi-task and work under pressure to tight deadlines	E	Interview
16	A friendly and approachable manner	E	Interview
17	The flexibility and patience to work both reactively and proactively in response to situations as they arise	E	Interview
General			
18	Willingness to work evenings and weekends with reasonable notice	E	Interview
19	Able and willing to travel regularly to city-wide work-related meetings and events	E	Interview

How to apply

If you would like to apply for the position of Development Worker, please submit your CV, equal opportunities form and a supporting statement via email to recruitment@salfordcvs.co.uk or post by the deadline **12noon on Wednesday 1st June 2022**.

There is no need to post an additional copy.

Post: Recruitment, Salford CVS, The Old Town Hall, 5 Irwell Place, Eccles, Salford, M30 0FN

The **supporting statement** must answer the following two questions:

- 1) What strengths would you bring to this role and why you would be good fit for our organisations? (no more than 250 words)
- 2) Give an example of where you have successfully delivered information, advice and guidance and what was the outcome? (no more than 250 words)

Please note late applications will not be accepted.

Interviews will be held on **Friday 10th June**.

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 and we will return this to you.

Further information



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>

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 the 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.

We welcome applications from all backgrounds and experiences and are committed to creating an inclusive and respectful environment for all our people. If you have any additional needs to access our recruitment processes, please get in touch.

About Salford CVS

Thank you for your interest in the role of **Development Worker** here at Salford Community and 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. 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. The year 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.

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.



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

About Salford CVS' Development Team

In Salford, there are approximately 1,665 VCSE groups and organisations in operation, which range from micro organisations (income under £10k) to large charities with multi-million pound turnovers. Salford CVS is a membership organisation and we currently have 930 VCSE members.

Within the Development Team, we already have two members of staff who have specialisms in Funding and Safeguarding and we are looking for a person who has a broad range of skills to complement the team. In addition, we have other project specific Development Workers, which the Development Team works closely with to provide specialist IAG and share community intelligence.

In 2020-21 we delivered over 500 IAG sessions with a wide range of VCSE groups and organisations, from small micro groups like knit and natter clubs, bowling groups and gardening projects to established charities covering areas such as mental health, work and skills and older people.

Funding is the number one request for support from VCSE groups and organisations. However, through our work we often identify other areas for development including legal structures, policies and business planning to make sure they are ready for funding.

The other significant part of our work is networking and partnerships and we do this by facilitating connections, delivering training and organising activities and events. This is important as Salford has a longstanding ethos and culture of collaborative working between the VCSE sector and statutory sector (including the Council, Public Health and the NHS).

Tackling inequalities and promoting equity is the golden thread which runs through all of the services we provide at Salford CVS.

The Development Team also plays an important role within Salford CVS by providing specialist support, IAG and facilitating networking to our wider team including Grants and Investments, Volunteer Centre, Age Friendly Salford Wellbeing Matters and Answer Cancer programmes

Our approach to this work is from a strengths-based perspective where communities have the solution and the agency to make change happen. Our role is to provide them with quality capacity-building activities, training and support, which enables them to build their own skills, knowledge and experience, rather than doing it for them.

You can find out more about the work we do through our latest Annual Report <https://www.salfordcvs.co.uk/system/files/Annual%20Report%202020-21%20-%20Final%20for%20webv2.pdf>.

There is also information available on the current situation of the VCSE sector in Salford through our Salford State of the VCSE Sector 2021 report <https://www.salfordcvs.co.uk/salford-state-vcse-sector>.

The role includes providing information, advice and guidance on a one to one basis to VCSE groups and organisations. A typical working week could include:

- Working with groups and organisations, from the very small to the large, on their grant applications
- Supporting our VOCAL VCSE Forums for voice and influence
- Visiting groups and organisations across Salford
- Partnership working - bringing together community groups, charities, social enterprises and public sector bodies to work together
- Delivering training to VCSE groups and organisations
- Working with a wide range of VCSE groups and organisations including environmental groups, small community social groups, homelessness charities, faith-based groups, communities of identity, and many more
- Supporting colleagues with other Salford CVS initiatives such as the Answer Cancer and Wellbeing Matters programmes, our grants and investments, membership and backroom services, etc.

Delivery is undertaken in person - either in the office or out at community locations - and also online, by phone and via email.