

## Recruitment Pack



Closing Date: Friday 5<sup>th</sup> July, 10.00am

Interview Date: Friday 12<sup>th</sup> July

Reference: LDP / DW / 2019

[salfordcvs.co.uk](http://salfordcvs.co.uk)

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## Are you the person we are looking for?

### Development Worker (Young Women and Physical Activity)

The successful candidate will need to be a confident self-starter, with experience of working with young women and a reasonable understanding of the VCSE sector in Salford.

Excellent communication skills are paramount for this role and previous experience of community engagement is also required. Our chosen candidate will also have a clear understanding of physical inactivity challenges and an ability to work flexibly and on their own initiative.

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



Can you help enable Salford's inactive young women get moving?

## 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		
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

In order to successfully grow participation in physical activity in Salford we know we need to ensure a diverse mix of opportunities / activities by both traditional and non-traditional providers in order to reach and engage those classed as inactive. This is particularly key when trying to engage with harder-to-reach groups including women and girls, disabled people, and the city's growing BME population.

The **Development Worker (Young Women and Physical Activity)** will be responsible for supporting the objectives of Salford's Local Pilot, funded by Sport England as part of the Greater Manchester (GM) Moving initiative, to engage with young people to lead a more active lifestyle.

The Salford local pilot features the following core partners – Salford City Council (public health, youth services, health improvement); Salford community Leisure (Salford Youth Alliance and Salford Sports Network); and Salford CVS.

Salford CVS are delivering two connected elements of the Salford local pilot:

- A small investment fund of around £50,000 per year to support the development of VCSE sector-led activities with the target cohort (young women aged 5 – 18 in out of school settings)
- A part-time Development Worker role (3 days pw) to specifically support VCSE organisations to develop their offer, support partners and help ensure the quality and longer-term sustainability of activities supported

We know how important it is to ensure that there is both investment and development support available to develop and sustain successful activities around physical activity with the LDP target audience in order to support long-term behavioural change. Our experience has shown that local voluntary organisations and community groups often need additional support in order to ensure their approach is person-centred, co-produced, effective and sustainable.

The **Development Worker (Young Women and Physical Activity)** will apply a person-centred community asset approach (PCCA) to listen and work with young people, particularly girls and young women, to advocate the health and wellbeing benefits of moving more, and to provide support for existing and new voluntary organisations and community groups in order to address barriers to being more inclusive and encouraging additional opportunities for engagement (i.e. volunteering, social memberships, family activities).

This person will demonstrate a clear connection with young people in Salford, and apply their knowledge and understanding of key networks and influencers in order to innovate and deliver new ideas. We want someone who can support us to engage young women who are not that active to co-design solutions and support more young people in Salford to move more every day.

This person will also be expected to support participation in existing physical activity programmes which promote inclusive activity, including Park Runs, This Girl Can and The Daily Mile, and also to test new innovative solutions using insight gained in order to support more young people to move more.

The post-holder will link to related partner interventions as part of the Salford (and Greater Manchester) Local Pilot, working towards increased activity levels and approaches to ensure positive behaviour change amongst the city's most inactive young women.

## **Job Description**

**Job Title:** Development Worker (Young Women and Physical Activity)

**Hours:** 22.5 hrs per week (excluding breaks). This is a 0.6 FTE post

**Grade:** NJC Point 23

**Salary:** £26,999 (£16,199 pro rata)

**Contract:** Initial contract to 31<sup>st</sup> March 2021 (subject to successful completion of a 6 month probationary period)

**Responsible to:** Services Manager

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

The post-holder will be responsible for supporting the objectives of Salford's Local Pilot, funded by Sport England as part of the Greater Manchester (GM) Moving initiative, to engage with young people to lead a more active lifestyle.

The post-holder will apply a person-centred community asset approach (PCCA) to this work, listening to the views of girls and young women in order to help develop new activities and support existing activities that advocate the health and wellbeing benefits of moving more and which engage Salford's inactive girls and young women aged 5 – 18 to join in physical activities.

This work includes providing support for existing and new voluntary organisations and community groups in order to address barriers to being more inclusive and encouraging additional opportunities for engagement (i.e. volunteering, social memberships, family activities).

A small investment fund (of around £50k per annum) will also be available to support the development of VCSE sector-led activities with the target cohort (young women aged 5 – 18 in out of school settings).

The Salford local pilot features the following core partners – Salford City Council (public health, youth services, health improvement); Salford community Leisure (Salford Youth Alliance and Salford Sports Network); and Salford CVS – and the post-holder will be expected to work as part of this wider team in order to deliver the most benefit to Salford people.

### **Specialist duties**

- Engage with, and develop links to, relevant youth groups, community groups and voluntary organisations in order to gain insight into the barriers girls and young women face to participating in physical activity
- Consult and engage with girls and young women aged 5-18 in out of school settings, using the principles of asset-based community development, in order to explore what activities would motivate them to become more active
- Support activity that is co-designed (*done with, not to*) and that will reach our target cohort of young women aged 5 – 18 who are physically inactive in order to support them to get moving and become more active

- Work alongside the Salford Youth Alliance and Salford Sport Network workers (LDP partners) to support a coherent approach to this programme of work and the delivery of key objectives
- Support local and national campaigns that promote physical activity – e.g. Active Soles, This Girl Can
- Assist with the development of relevant publicity materials and utilise appropriate communications tools in order to promote key messages
- 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 Services Manager
- Maintain accurate records of all work with individuals, community groups, voluntary organisations and other partners utilising digital record-keeping systems and 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
<b>Skills</b>			
1	Excellent communication skills, with the ability to work with a range of partners at strategic and operational levels	E	Application; Interview
2	Ability to engage inactive young women and encourage active participation in new opportunities	E	Application; Interview
3	Ability to analyse and apply insight and knowledge from consultation, and to think strategically to co-design new opportunities	E	Application; Interview
4	Ability to inspire and motivate in order to achieve behavioural change	E	Application; Interview
5	Ability to work on own initiative, organising and prioritising own workload within an agreed plan	E	Application; Interview
6	Able to use MS Office applications (Word, Excel, PowerPoint) in order to produce reports, presentations, newsletters, etc. to a high standard	E	Application; Interview
7	Ability to accurately use a CiviCRM database system to record contacts and interventions	D	Application; Interview
<b>Knowledge and understanding</b>			
8	Knowledge and understanding of physical activity opportunities and challenges	E	Application; Interview
9	Knowledge and understanding of the voluntary, community and social enterprise sector in Salford	D	Application; Interview
10	Knowledge and understanding of Salford – the place and its people	D	Application; Interview
11	Knowledge and understanding of the Greater Manchester Moving programme of work and Sport England's current strategy	D	Application; Interview
12	Knowledge and understanding of wellbeing and health inequalities and their root causes	D	Application; Interview
<b>Experience</b>			
13	Experience of working with and relating to people from diverse backgrounds	E	Application; Interview
14	Experience of working within the VCSE sector	E	Application; Interview

15	Experience of developing, delivering and facilitating co-design, training and development activities	E	Application; Interview
16	Experience of working as a member of a team and on your own initiative	E	Application; Interview
17	Experience of delivering health-related messages to a variety of audiences	D	Application; Interview
<b>Qualifications and training</b>			
18	Previous training in relevant subjects, e.g. asset-based community development	D	Application
<b>Personal Qualities</b>			
19	Self-motivating, creative and energetic attitude to fulfilling a professional role	E	Interview
20	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 Salford (and occasionally GM) for work-related meetings and events	E	
G	Own or have access to a car / bike 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 – 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 10.00am on Friday 5<sup>th</sup> July. 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 Friday 12<sup>th</sup> July and will be held at the Salford CVS offices in Eccles, Salford.**