



**Salford CVS**  
Making a difference in Salford

Wellbeing Matters Development Worker  
Recruitment Pack



# **Wellbeing Matters Development Worker x2 Recruitment Pack**

**Closing Date: Monday 19<sup>th</sup> August 2024 at 9am**

**Interview Dates: Thursday 22<sup>nd</sup> & Friday 23<sup>rd</sup> August 2024**

**Reference: WMDW/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

## Contents

- Introducing Salford CVS
- Information specific to the post
- Job description
- Person specification
- How to apply and selection process

## Introducing Salford CVS

Thank you for your interest in the role of **Wellbeing Matters 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 1. 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

<b>THEME</b>	<b>WORK STRANDS</b>		
<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. 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.



## Information specific to the post

Salford CVS (Community and Voluntary Services) are seeking to recruit x2 Development Workers for Salford's flagship Wellbeing Matters programme.

### Wellbeing Matters Programme Overview

The Wellbeing Matters programme is a Voluntary, Community and Social Enterprise (VCSE) led initiative delivered by Salford CVS in partnership with five VCSE anchor organisations. The Programme focuses on Person and Community Centred Approaches to improving the wellbeing of Salford people that are commissioned by NHS Greater Manchester, Salford's 5 Primary Care Networks, and Salford Integrated Commissioning.

Wellbeing Matters Programme has two core elements, firstly community connecting / social prescribing. This connects people referred through health professionals with a non-medical need to local community assets to support an individual's wellbeing, independence, and reduce social isolation. The programme aims to support people feel more connected to their communities, providing confidence, and social interaction connections, linking individuals to local activities and services. The main aim is to support individuals become prepared on how to manage their own health and wellbeing.

The second core element of the Wellbeing Matters programme supports the development and maintenance of the VCSE ecosystem that supports social prescribing through volunteering, voluntary action, community activities, investment and assuring quality of groups and activities. This element of Wellbeing Matters includes a team of Development Workers whose role is to develop the capacity of local VCSE groups and activities that ensures a healthy voluntary, community and social enterprise eco-system to socially prescribe into.

The below link to the Wellbeing Matters Programme <https://www.salfordcvs.co.uk/wellbeing-matters>, which will provide further information and scope for the programme.

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

If you would like to know more about the role, please contact Nicola Spiby-Roberts, Programme Manager Wellbeing Matters, email [Recruitment@salfordcvs.co.uk](mailto:Recruitment@salfordcvs.co.uk) contact number 0161787 7795.

## Job Description

**Job Title:** Wellbeing Matters Development Worker

**Hours:** 30 hours per week (excluding a 30 minute break)

**Grade:** NJC Point 23 - £32,076 actual £25,660.80 pro rata

**Contract:** Part Time - Initial 12 months fixed term contract

**Responsible to:** Programme Manager Wellbeing Matters

**Place of work:** Location Salford CVS Office

## Main purposes of the post

The key roles of the Development Worker are to:

- Work with the Wellbeing Matters team and Salford CVS colleagues to identify current activities and services that are appropriate for receiving community connections (social prescriptions)
- Identify opportunities to connect existing organisations/community groups to social prescribing pathways
- Ensure VCSE organisation accepting connections from Wellbeing Matters meet expected standards, have appropriate policies and procedures in place, and provide a supportive environment
- Scope out activities, projects, or organisations that could be developed to fill identified needs and gaps in provision
- Work in collaboration with the neighbourhood Community Connectors to share local information and identify significant gaps in existing provision
- Provide appropriate support for existing or new organisations that enables them to accept and support people connected to them by Wellbeing Matters, for example by providing templates of policies, outlines for funding applications, etc.
- Signpost and support groups to access support from the wider Salford CVS team that enables them to accept connections from Wellbeing Matters, for example this may include support with funding, governance and safeguarding.
- Support local community groups to take on more volunteers and increase local participation, assisting with the delivery of the Wellbeing Matters approach in Salford by creating a vibrant ecosystem of volunteering opportunities.
- Develop, test, and implement a Wellbeing Matters volunteer scheme to support clients to attend activities or services.

- Support Wellbeing Matters clients to access appropriate volunteering opportunities
- Work with the Wellbeing Matters Operations Manager to update, review and maintain the database of activities, groups and organisations that clients are connected to.
- Facilitate neighbourhood network groups for VCSE groups working with Wellbeing Matters clients and the Community Connectors
- Understand what communities would like to access and, working with target cohorts of people (for example: communities experiencing racial inequalities, young people, and people living in pockets of deprivation) to understand:
  - What the challenges are to accessing activities and service as part of the Wellbeing Matters offer?
  - What activities and services would communities like to see in their local areas?
- Proactively support the delivery of the Wellbeing Matters Community Assets Fund that supports VCSE organisations to provide activities or services for people connected to them from the programme
- Promote the Wellbeing Matters Programme across a broad spectrum of networks and at selected community events.
- Liaise with the Wellbeing Matters Programme Manager and Operation Manager to ensure the continual development of the programme through regular team and individual meetings
- Support or lead on short term projects that enhance the value of the Wellbeing Matters Programme where required

### **Project administration**

- To deliver your work to target and timescale, ensuring measurable outcomes are achieved and longer-term impact (social value) is demonstrated where appropriate
- To undertake monthly and quarterly monitoring as well as outcomes reporting and actively contribute to annual reports
- To attend and report 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, Knowledge, Experience and Abilities</b>			
<b>Criteria</b>		<b>Essential (E) / Desirable (D)</b>	<b>Assessment method</b>
1	Experience of working within and developing community-based provision	E	Application; Interview; Presentation
2	Knowledge and understanding of asset-based community development (ABCD) and experience of supporting the practical development of local community initiatives	E	Application; Interview; Presentation
3	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
4	Proven experience of recruiting, supporting and placing volunteers, together with a clear understanding of the challenges and benefits of working with volunteers	E	Application; Interview
5	The ability to make oral presentations and prepare concise written reports and briefings for a variety of audiences	E	Application; Interview
6	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;
7	Excellent analytical and problem-solving skills and an ability to think creatively	E	Application; Interview
8	Ability to make decisions whilst prioritising ever-changing workloads and balancing conflicting priorities, often to tight deadlines	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 in or with the VCSE sector, particularly in health and wellbeing settings	E	Application; Interview
11	Experience of working as part of a team and the ability to work on own initiative, including when remote working	E	Application; interview

12	Hold a valid full driving licence and have access to a vehicle with the ability to travel across Salford and Greater Manchester	E	Interview
13	A willingness to undertake appropriate training and development	E	Interview
14	Ability to be flexible, including a willingness to work some evenings and weekends	E	Interview
15	A good knowledge of current influences and policy developments affecting volunteering, including significant knowledge of good practice and quality standards in volunteering	D	Application; Interview
16	Knowledge of the city of Salford	D	Application; Interview
17	Working knowledge of person centred and community approaches and social prescribing	D	Application; Interview

### All Staff

	Able to work flexibly – including unsocial hours on occasion (early mornings, evenings and weekends)	Essential	Application (Y/N)
	Willingness to continue personal and professional development and to undertake relevant training, as identified with your line manager	Essential	Application (Y/N)
	Commitment to adhering to all of Salford CVS' policies and procedures at all times, including Health & Safety and Equal Opportunities.	Essential	Application (Y/N)
	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 learning which we believe should be valued equally with academic forms of learning. Consequently, we have signed up to Children Open to All recruitment campaign. We therefore do not ask for or professional qualifications unless we really do believe that essential to the specific role.



education,  
of  
England's  
academic  
they are

<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 19<sup>th</sup> August 2024 at 9am**

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: **Thursday 22<sup>nd</sup> (AM) & Friday 23<sup>rd</sup> August 2024 (PM)** at Salford CVS offices in Eccles.

