



Programme Manager - VCSE Learning, Skills & Work

Recruitment Pack

Closing Date: Friday 1st December 2023, 12noon

Interview Date: Tuesday 12th December 2023

Reference: PM/LSW/11/2023

www.salfordcvs.co.uk

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Message 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 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 / Community Assets), Answer Cancer (GM Cancer Screening Engagement) and our VCSE-led Learning, Skills and Work partnership.

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 I 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 wide 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 with your application!

Regards

Alison Page
Chief Executive, Salford CVS

Introducing 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. Our Volunteer Centre (**Volunteer Centre Salford**) provides support for individuals who want to volunteer and assistance for organisations developing volunteer programmes.

In 2019 we celebrated 100 years since our creation – a century of “Making a Difference in Salford”!

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:

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

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 almost one thousand Voluntary, Community and Social Enterprise (VCSE) member organisations.

The Benefits of Working for Salford CVS

- 28 days' holiday - rising to 30 days, plus 8 Statutory Bank Holidays
- 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 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 own staff are paid the 'real' Living Wage but also that any projects we fund can do the same.



About the Role

We are looking to recruit an **experienced, knowledgeable and passionate full-time Programme Manager** to lead our partnership programme of work supporting people in Salford to access learning and skills provision at key points of their life, resulting in improved life chances and meaningful paid employment.

The successful candidate will head up an innovative, **VCSE-led approach** to learning, skills and work provision. This programme of work, established in 2022 and running since January 2023, takes a **strengths-based, person-centred approach** to supporting people **furthest from the labour market in Salford** towards securing a decent job - helping to enhance social inclusion and reduce poverty within the city.

We support individuals who are considered the furthest from training and employment; and work across Salford's **diverse communities**.

Priority groups for this work include carers, care leavers, ex-offenders, disabled people, those experiencing homelessness, and people recovering from substance misuse, to name but a few.

We are looking for someone with the ability to **manage and co-ordinate multiple partners and stakeholders** alongside the necessary skills and experience to ensure the provision of learning and skills development opportunities (both accredited and non-accredited), that both utilises and develops the expertise of Salford's VCSE sector whilst meeting the needs of participants.

You will be an experienced Programme Manager, with well-honed project management skills, who is committed to helping us deliver this exciting programme of work **to targets and timescales**, impressing both our partners and funders in the process.

The successful candidate will have significant experience of **collaborative working with multiple stakeholders**.

Previous experience of working in a learning, skills and work-related role is desirable.

Are you the person we are looking for?

- Do you have excellent project and programme management skills?
- Do you understand how to demonstrate the impact of your work?
- Can you work with and build successful relationships with a wide range of partners?
- Do you have knowledge of the adult education landscape or experience and / or understanding of the challenges faced by individuals considered furthest from the labour market?
- Do you enjoy working in a dynamic environment and relish the challenge of driving forward an innovative programme of work?
- Are you happy to work in person in our offices in Salford and out in communities?

If the answer is “Yes” then we look forward to hearing from you!

Job Description

Job title: Programme Manager (VCSE Learning, Skills and Work)

Salary: NJC scale point 32 - £38,296 (FTE)

Hours: Full-time. 37.5 hours p/w worked Monday – Friday (core hours 8am – 6pm), with some evening and weekend work

Place of work: In person at Salford CVS' offices in Eccles, Salford; and at community venues across the city

Contract: Initial two-year contract, with the potential to extend (subject to funding and satisfactory completion of a six-month probationary period)

Responsible to: Chief Executive, Salford CVS

Main Duties

Strategic and Operational Programme Management

- Ensure performance data is tracked consistently and continuously in order to quickly identify and resolve risks to the programme's success. This includes taking personal responsibility to ensure that risks are identified, recorded and managed, including escalation to senior management where appropriate
- Implement streamlined processes and create and update delivery plans to make sure the programme meets its goals within specific deadlines, and manage risks
- Make sure partner agencies understand their roles and deadlines; and help them work effectively together
- Ensure all aspects of the programme are appropriately documented and resourced to enable performance monitoring and analysis of the whole programme. This includes internal reporting, financial monitoring (supported by the Deputy Chief Executive), enabling external evaluation and providing updates to key stakeholders, including funders
- Track performance data regularly to spot and address risks to the programme's success, and escalate to senior management when needed

Communication and Relationship Management

- Serve as the main connection between Salford CVS, programme partners, funders, and external agencies as needed to maintain a high level of exposure of the programme and to help achieve its goals
- Organise relevant programme activities, such as steering meetings, reviews, and development workshops
- Cultivate positive and proactive relationships both internally and externally, ensuring clear communication about the programme

- Foster strong working relationships with key personnel within the programme's delivery partnership, ensuring effective reporting and communication channels
- Possess in-depth knowledge of all aspects of the programme and serve as a reliable source of information for partners and stakeholders
- Communicate sensitive or complex programme-related information, including performance updates or changes, with tact and diplomacy

Programme Development and Quality Assurance

- Enhance the programme's development, quality, and ongoing improvement to provide the best possible experience for both partners and the residents of Salford
- Identify and address interdependencies, implications, and barriers within the programme, promoting seamless coordination
- Collaborate professionally with managers, staff, and external partners to address programme-related issues and handle ad-hoc tasks
- Foster connections between the programme and other Salford CVS projects, aligning with the city's broader goals, such as Salford Learning City and Wellbeing Matters
- Attend and actively contribute to the Salford Skills and Work Board and relevant Greater Manchester Boards, as required by the Chief Executive

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 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
- 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 to meet the changing needs of Salford CVS.

If you have questions regarding this post, please email recruitment@salfordcvs.co.uk

Person Specification

Skills, knowledge, experience and abilities		Essential / Desirable	Assessment method
1	A strong employment record that demonstrates successful delivery of complex programmes of work involving multiple stakeholders	Essential	Application; Interview; Presentation
2	Significant experience of project and performance management, including budgetary control	Essential	Application; Interview; Presentation
3	Experience of managing change and supporting change management planning	Essential	Application; Interview
4	Excellent communication skills, including the ability to make oral presentations and prepare concise written reports and briefings for a variety of audiences	Essential	Application; Interview; Presentation
5	A motivational leader who can facilitate cross-organisational meetings and forums and develop effective working relationships with people at all levels and across sectors	Essential	Application; Interview
6	Strong analytical skills and an ability to present complex information in a manner which is understandable to non-technical audiences	Essential	Application; Interview
7	Excellent IT skills with the ability to use a range of digital media to support programme management and engagement	Essential	Application; Interview
8	Flexible and adaptable approach – able to proactively manage your own workload, responding to multiple demands and producing successful outcomes	Essential	Application; interview
9	Knowledge and understanding of risk management and data protection considerations within project management	Essential	Application; Interview;
10	Working knowledge of the adult education / community learning, skills and work landscape in Greater Manchester	Desirable	Application; Interview
11	Experience of supporting those furthest from employment into work	Desirable	Application; Interview

12	Knowledge and experience of educational quality improvement processes within adult / community learning	Desirable	Application; Interview
13	Experience of securing additional / future funding for charitable programmes of work	Desirable	Application; Interview
14	Knowledge and understanding of the VCSE sector in Salford / Greater Manchester	Desirable	Application; Interview
Other requirements – to be confirmed at interview			
A	Able to work flexibly – including early mornings, evenings and weekends on occasion	Essential	Interview
B	Willingness to continue personal and professional development and to undertake relevant training as identified with your line manager	Essential	Interview
C	Commitment to adhering to all of Salford CVS' policies and procedures at all times, including Health & Safety and Equal Opportunities	Essential	Interview
D	Willingness to undertake any other duties as appropriate to the nature and grading of the post	Essential	Interview
E	Willingness to work with colleagues to provide civil contingencies support and humanitarian assistance, as required	Desirable	Interview
F	To hold a clean driving licence and have access to a car	Desirable	Interview

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 submit all the information requested 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 submitting your application.

Your completed Application Form should clearly demonstrate how you meet the person specification for the job.

Please note that 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 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 **Friday 1st December 2023 at 12noon.**

Please note late applications will not be accepted.

Your completed application should be returned by one of the following methods:

Email: Please email recruitment@salfordcvs.co.uk

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

Interviews will be held in person at our offices in Eccles on **Tuesday 12th December 2023**

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.

Thank you.