



Recruitment Pack

**Safeguarding and
Governance Senior
Officer**

A message from the Chief Executive



Thank you for expressing an interest in joining the Bolton CVS Team! This information pack includes key information about our organisation, the role and contact details for more information.

Bolton CVS exists to deliver support to Bolton's voluntary, community and social enterprise (VCSE) sector; and to ensure the sector, wherever possible, is a valued partner in co-designing and co-producing services across our borough.

The impact of the VCSE sector extends to all areas of life; delivering valuable preventative services that help keep people well, building stronger communities and environments and empowering people through education and training. We want you to help us ensure we have a well-networked, robust and diverse VCSE sector in Bolton, for generations to come.

It's important that Bolton CVS ensures the sector has access to information, support and connectivity; to effectively plan and build sustainable, inclusive services that meet the needs of beneficiaries now and in the future.

I want us to continually evolve to meet the needs of people and communities across the borough, and I'm excited that we're able to recruit to this post; creating further opportunities for collaboration, partnership and growth.

Bolton CVS is a great team to be part of and we embrace flexible and agile working practices, so that we can provide the best offer we can to the people that we exist to support.



I wish you the best of luck in your application.

A handwritten signature in purple ink that reads 'Dawn'.

Dawn Yates-Obé (Chief Executive)






A little bit about us...

Bolton CVS provides tailored, intensive and quality accredited support to the voluntary, community, and social enterprise sector in Bolton. We have an established and nationally accredited volunteering services offer, an amazing array of grant and investments programmes and offer policy, engagement and research support services. We champion the role and need for charities and community organisations and share this information through our communications, our forums, workshops, events and through our one-to-one support with groups, organisations and communities. We also proactively seek opportunities to collaborate with the 10GM partnership: www.10gm.org.uk



CORE PURPOSE

A decorative vertical bar consisting of a light orange rectangle with two solid yellow circles at the top and bottom.

**To work alongside Bolton's
Voluntary, Community and
Social Enterprise sector;
supporting them to do what
they exist to do, as well as
they possibly can.**

OUR VALUES



We are collaborators

We mutually build lasting relationships and share knowledge to achieve the greatest impact in our communities.

We are evolving

We proactively seek opportunities to learn, develop new ideas and adapt so that we, and those we support, respond to change in relevant and sustainable ways.

We are here


We are committed to providing timely support to encourage, motivate and guide organisations in further developing the skills and confidence to do what they do best.

We are influencers

We positively contribute to decisions, boldly advocating that the VCSE sector is heard and valued as an equal partner.

We are progressive

Collectively, we look to the future and explore new ways of doing things, with inclusivity and equity at the core.



Who we are

At Bolton CVS we recognise that in order for a VCSE sector to thrive, it must be connected, supported and engaged. Everything we do focusses on our key strategic priorities of 'building strength' and 'building capacity' in Bolton's voluntary and community sector and is underpinned by our four strategic objectives:

1. Promoting quality and equality in Bolton
2. Building capacity and strength in Bolton
3. Influencing change in Bolton
4. Preparing for the future in Bolton

We currently have over 30 employees supporting our work across all activities and programmes, and we're governed by a Board of 13 Trustees who donate their time to provide strategic leadership for the organisation and assess financial and operational performance.

The work and activity of Bolton CVS is distributed across 5 key operational areas:

- Venue and facilities
- Communications and events
- Finance and funding
- Strategic health and wellbeing
- VCSE sector capacity building



About the role

Senior Development Officer (Safeguarding and Governance)

Salary:	£29,366 plus 7% pension contribution + health package
Hours:	35 hours – Flexible and Hybrid working offered
Responsible to:	Development Manager
Responsible for:	Family Hubs Worker
Contract:	Fixed term 12 months minimum (subject to funding)

Why this role is important

The Voluntary, Community and Social Enterprise (VCSE) sector is unique, vibrant and diverse. It exists because people are moved and motivated to help and support their communities, places, animals and other causes. From amateur sports clubs to local Knit & Natter groups, adventure organisations to mental health support services and beyond.

At Bolton CVS, we work alongside the sector to support it to do what it exists to do, as well as it possibly can.

Much of this role focusses on support for organisations within the Family Hubs network.

The Family Hubs and Start for Life programme helps meet commitments in 'The Best Start for Life: A Vision for the 1,001 Critical Days', published as government policy in March 2021..



About the role

Why this role is important (continued)

The programme has seen the creation of a network of Family Hubs for children and young people aged 0-19 (up to 25 for those with special educational needs and disabilities (SEND)) and their families. The objective is to join up and enhance services delivered through Family Hubs across Bolton, ensuring all parents and carers can access the support they need when they need it.

Moving forward, a key part of this programme will be to support organisations involved, or with the potential to be involved, in Family Hubs to be safe, well-run and sustainable and to ensure that the support provided to those organisations and volunteers is of the highest standard.

The role will also play an important part in making sure all organisations within the sector have access to high quality, relevant advice, information, resources and training to support them to run safely and sustainably. You will work with colleagues across the organisation and with our partners across the borough to ensure Bolton CVS' offer is fit for purpose now, and into the future, building up relationships and networks along the way.



About the role

Role Summary

The Senior Development Officer is a key role in providing support to organisations across the VCSE sector and linked to the Family Hub Network. You will be a point of contact and will meet them face to face, out in the community, in The Bolton Hub and online.

You will aim to keep the identification, engagement and support of those families who are vulnerable and seldom heard, and less likely to engage in the Family Hubs model, in the forefront of your practice.

You will ensure that VCSE sector organisations are aware of the ways in which parents can be supported through Family Hubs and promote key messages to families.

Alongside Bolton Together, the children and young people's VCSE Sector consortium for Bolton and who commission much of the VCSE sector delivery within the Family Hubs, you will proactively develop plans around engaging the community to inform future developments of the Family Hubs offer.

You will work with VCSE sector organisations to develop their volunteer offer and strengthen their policies and practices around recruiting, managing and safely retaining volunteers.

You will work across the Family Hubs network, focusing on peer-to-peer support and parental and/or care-related volunteering, when appropriate.

You will support the wider Family Hubs team to create a training menu for all those connected to Family Hubs, including peer volunteers, to enhance skills levels. The training offer will focus on ensuring key messages at the heart of Family Hubs work (such as the Golden Rules of Communication) are consistently shared and embedded by all within the Family Hubs community



About the role

Role Summary (continued)

You will work with partners and stakeholders to strengthen systems for robust safeguarding. This will include ensuring that the safeguarding training, policies and procedures within Bolton CVS, and those recommended to VCSE sector organisations and groups, are in line with best practice and current legislation.

You will work in partnership with Bolton Council to ensure that the Bolton Mark is suitable for organisations working within Family Hubs, with particular emphasis on provision for 0–2-year-olds.



About the role

Who we're looking for

We are looking for someone who understands the strength, needs, value and challenges of Bolton's incredible VCSE sector. Someone who has a passion for, and is dedicated to, supporting a thriving and sustainable VCSE sector.

Your knowledge and experience of safeguarding practices, policies and training will enable you to support VCSE organisations of all sizes to be well run, safe and sustainable.

You will be able to work with partners and stakeholders to communicate the needs of the sector to influence the support available.

Your ability to communicate effectively, both in writing and verbally, will be crucial in maintaining professionalism and clarity in all interactions. You will be working with individuals and organisations of varying sizes and from a variety of settings, you will need to be able to match your communication style to the differing needs.

You will be able to understand the differing needs of the wide variety of VCSE groups within Bolton and be able to tailor your support to meet those needs whilst ensuring best practice and current legislation are followed.

You will be able to deliver training sessions and workshops, both face-to-face and online, be able to identify gaps in provision, and work with partners and the wider team to develop new sessions as required.

Proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook & Teams) is a must, and your ability to embrace new technologies and adapt working practices will be a valuable skill.

Your ability to work well with others will be key; you will need be able to work in partnership with the wide variety of VCSE organisations in Bolton, as well as public sector partners and the wider Bolton CVS staff team.



Recruitment process

Recruitment Information

If you believe you can fulfil the role summary, we'd love to hear from you! Please email a Supporting Statement which describes how you meet the things we're looking for, plus your CV (2 pages max) to recruitment@boltoncvs.org.uk.

The closing date is midnight on **Wednesday 28th May 2025**.

Interviews for this post will take place on the **week commencing June 2nd, at The Bolton Hub**. If you will not be available on this date, please note this in your supporting statement. Although we cannot guarantee, we will endeavour to accommodate an alternative interview date.

For an informal conversation regarding this post, please contact recruitment@boltoncvs.org.uk before submitting your documentation.

At Bolton CVS we are passionate about ensuring that everyone has a fair chance and that they are treated equally. As an employer, we actively seek to ensure that our workforce reflects the communities we serve, recognising that this makes us better able to understand their needs and priorities. We respect and celebrate everyone's differences and do not discriminate against people on the basis of age, disability, gender reassignment, marriage and civil partnership, race, religion and belief, sex or sexual orientation. We work hard to create supportive, accessible environments and actively challenge inequality.

If you should require access to these documents in alternative formats, or if you have comments that would support us to improve access to our application processes more generally, please do not hesitate to contact us via recruitment@boltoncvs.org.uk or telephone us on 01204 546 010.



Recruitment process

Equity, Diversity, Inclusion & Belonging

We want to make the work we are doing around Equity, Diversity, Inclusion & Belonging (EDIB) relevant to us.

We are committed to being an example to the VCSE sector by applying best working practices in all areas of work. This is why we need to ensure that we better understand and reflect on the communities we support.

We ask you to complete [this form](#) and submit this survey to us. All data collected will be anonymous and used to help shape our EDIB Strategy.

If you have any questions or further feedback, please do not hesitate to contact Bolton CVS via recruitment@boltoncvs.org.uk





Contact us

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