

A large, stylized lowercase letter 'b' graphic. The vertical stem is a solid magenta rounded rectangle. The circular bowl of the 'b' is composed of two overlapping circles: a red one on the left and a magenta one on the right. The bottom of the bowl is a solid yellow semi-circle. Two small red circles are positioned on the right side of the bowl. The entire graphic is centered on the page.

Recruitment Pack

**Community Environmental
Peer Navigator**

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



Community Environmental Peer Navigator

- Salary:** £11,825 per annum (£22,993 FTE), plus 7% pension contribution + health package+ hybrid working options
- Hours:** 18 hours per week
- Responsible to:** Project Co-ordinator
- Responsible for:** Volunteers
- Contract:** 18 months (fixed term)



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UK Government

**GREATER
MANCHESTER**
DOING THINGS DIFFERENTLY

Why this role is important

This is an incredibly exciting opportunity for a Bolton resident to become active in environmental work across Bolton and act as a voice for local people.

You will be responsible for promoting, developing and delivering environmental activities in different parts of Bolton, working with voluntary and community projects and supporting local people to become more involved in their community.

The aims of the role are:

- To nurture and build community-led activity.
- To strengthen public engagement with the voluntary and community sector.
- To support community cohesion, health and wellness goals.
- To engage and support those not currently using services due of lack of knowledge, language or cultural barriers, to access appropriate support, activities and services.
- To promote self-care, self-management and behaviour change in people and communities.



Bolton
at Home



About the role

Role summary

The Peer Navigator posts are developmental roles, for individuals who are not currently employed. The role will be managed by Bolton at Home staff in partnership with Bolton CVS and Peer Navigators are provided with a package of support and training.

We will accept applications for this role from people currently living in Bolton. We are looking for local people with good local connections and an understanding of local issues and services. We are actively encouraging Bolton at Home tenants to apply.

The role requires the promotion, development and delivery of environmental activities in different parts of Bolton, supporting community projects, events and outreach activities. to develop community cohesion. Being a Peer Navigator will involve working with a range of partners across Bolton to develop community cohesion.

A Peer Navigator should be able to work well with colleagues and people from other partner organisations, and also be able to build meaningful relationships with a wide range of individuals in neighbourhoods across the town. Peer Navigators promote a sense of mutual understanding for all communities, taking into account their social and cultural needs.

Attending and contributing to meetings is expected; with Peer Navigators speaking up on behalf of communities and sharing knowledge, information and ideas.

This is a fixed-term role and the Peer Navigator role will end no later than 18 months after the appointment date. The successful applicant will be supported to identify and apply for other roles during this period.

About the role

Main responsibilities

- To promote, develop and deliver environmental activities in different parts of Bolton.
- To listen to communities to work out what they care about and what motivates them to take action.
- To support community projects, events and outreach activities which enable community cohesion.
- To connect more individuals in neighbourhoods to the voluntary and community activities in the area.
- To maintain up-to-date knowledge of available services and projects.
- To signpost and make referrals to relevant services and projects.
- To support individuals to access activities which improve health and wellbeing.
- To be a good listener and speak up on behalf of your community.
- To support people to give constructive feedback to service providers and challenge barriers to engagement.
- To support the collection of evidence to measure the impact of programmes.
- To take responsibility for your own personal administration tasks.
- To attend team meetings, events and mandatory training for both Bolton CVS and Bolton at Home.
- To comply with our Safeguarding Policy and Code of Conduct.
- To use social and new media to engage communities in new ways.
- To perform any other duties in line with these responsibilities, the grade of the post and skills and qualifications of the post holder.

Bolton
at Home



About the role

Who we are looking for

You should have knowledge of issues faced by Bolton residents through your personal, work or voluntary experiences.

You should have good local connections and an understanding of local issues and services.

You should have a passion for involving the community in environmental projects.

You should be able to match your communication style to the different individuals and organisations you will be working with.

You should be committed to your own development and growth and understand the importance of working collaboratively with others.

You should be a good listener and interested in the issues local people raise.

You should be enthusiastic and want to be part of positive change in the area.

You should be willing to learn about and use MS Office applications (Outlook, Word, Excel, PowerPoint).

You should be committed to equality, inclusion and positively promoting diversity.

You should be able to undertake frequent travel throughout Bolton.

Bolton
at Home



Recruitment process

Recruitment information

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

It is important that you include confirmation that you are a **Bolton resident**.

The closing date for applications is **9am on Monday 7th July 2025**.

For an informal conversation regarding this post, please contact Martin on **01204 325 773** or martin@boltoncvs.org.uk before submitting your application.

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

Recruitment information

We want to make the work we are doing around Equality, 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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Bold Street
Bolton
BL1 1LS

email: info@boltoncvs.org.uk
web: www.boltoncvs.org.uk
tel: 01204 546 010

