

A large, stylized lowercase letter 'b' graphic. The vertical stem is a solid magenta bar. The circular bowl is composed of several overlapping segments in orange, magenta, and yellow, with two solid red circles positioned on the right side of the bowl.

Recruitment Pack

Project Coordinator

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.


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

Project Coordinator

Salary:	£32,208 (FTE = 35hours p/w) plus 7% pension contribution & health package & hybrid working options (plus pay award pending).
Hours:	21-35 hours/week - Flexible and Hybrid
Responsible to:	Strategic Partnerships Manager
Responsible for:	Staff and/or volunteers as appropriate
Contract:	Fixed term 12 months minimum (subject to funding)

Why this role is important

At Bolton CVS, we are evolving! As we grow, develop and stretch; we are exploring new ways we can work alongside Bolton's VCSE sector, supporting them to deliver their life enhancing work across our communities. In order to be as agile and responsive as we can, we are recruiting a Project Coordinator; someone who can lead and support the development of, often new and untested, projects and initiatives.

The Project Coordinator is a critical member of the Bolton CVS team, enabling us to be responsive and effectively support the delivery of partnership projects, as well as proactively explore and co-create new opportunities.



About the role

Role Summary

Projects will be a combination of existing, new, developmental, cross-sector and could have a 'test & learn' ethos. You will keep projects on-track, organised and connected to their objectives; whilst developing and maintaining positive stakeholder relationships.

As Project Coordinator, you will provide administrative and facilitative support to project specific steering groups. You will go beyond this, being the main point of contact, shaping and driving projects forward, engaging VCSE sector colleagues and communities, developing and maintaining relationships and influencing change as appropriate.

You will collate data and information to create thematic stakeholder information and highlight the opportunities and challenges you identify.

You can expect variety as the projects will have different lengths, aims, and levels of involvement from Bolton CVS. The role will involve working with organisations across Bolton, possibly Greater Manchester, and you will actively build networks so you can influence and create opportunities.



About the role

Role Summary

You will work across a variety of thematic areas, for example, current projects focus on social enterprises, voice and influence capacity building, wellbeing and health and social economy development. You do not need to be a specialist in all, or indeed any, of these areas as the knowledgeable and experienced Bolton CVS team, and partners, will be on hand to help develop your understanding and networks but you will be expected to be curious, assimilate new information quickly and work at pace in new areas.

The role will work alongside project delivery staff, steering group members, the Bolton CVS Finance Team, VCSE partner organisations, and other cross-sector stakeholders, including commissioners.

The information you develop will be key to monitoring and tracking the projects' successes and reporting back to funders, members, stakeholders and the public as appropriate. Administration duties will be varied and could include: creating processes, keeping databases and spreadsheets up to date, supporting steering groups/committees, creating reports and papers, creating social media content and developing newsletters.



About the role

Who we're looking for

- Experience of working within the voluntary, community and social enterprise sector would be an advantage as would experience of supporting successful partnerships and cross-sector projects.
- We are looking for someone with a passion for understanding and assimilating new information and knowledge, who has a keen attention to detail, as well as the ability to see the bigger picture.
- Experience of effective project coordination/management is essential, alongside flexibility, tenacity, an outcomes-focus, and an ability to prioritise and manage multiple demands/pressures.
- You will need to be confident in using Microsoft Outlook, Word, Excel, Teams, PowerPoint and databases and have experience of collating and formatting data to influence and inform.
- Experience of supporting a steering group/committee (or similar) with administration (minutes, venue, times, agendas, action trackers etc.) would be an advantage.
- You will be able to hold a room, facilitate discussions and engage with a variety of people at different levels, influencing change and decision making, driving projects forward.
- Experience in developing systems and processes in new/existing projects and tracking budgets would be an advantage. You will have an understanding of measuring impact and reporting to investors.
- You will have a flexible approach to work, undertaking training to enhance your skills and fulfil other duties as required.



About the role

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 **Tuesday 23rd September 2025**.

Interviews for this post will take place on **Thursday 2nd October 2025**, 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.



About the role

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

Bolton CVS
The Bolton Hub
Bold Street
Bolton
BL1 1LS

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

