

A large, stylized lowercase letter 'b' is centered on the page. It is composed of several overlapping shapes: a vertical pink bar on the left, a large orange circle in the middle, and a pink circle on the right. Two smaller red circles are positioned on the right side of the orange circle. The text "Recruitment Pack" is written in white, bold, sans-serif font across the center of the 'b' graphic.

# **Recruitment Pack**

**Manbassador  
Community Peer Navigators**

# 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](http://www.10gm.org.uk)



## **CORE PURPOSE**



**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





# Bolton Manbassadors

Bolton Manbassadors is an award-winning men's mental health project delivered by Bolton at Home.

The Bolton Manbassadors project aims to:

- Raise awareness locally of the mental health issues facing men.
- Grow a network of local organisations across Bolton acting as men's health advocates – Manbassadors – who look out for and speak with their customers.
- Help men engage with other services that can support their mental health.
- Develop a network of men's social and community activities across Bolton, creating safe spaces for men to be able to talk about mental wellbeing.

Following in the footsteps of the Orion Partnership's 'Manbassadors' project in Leeds, Bolton Manbassadors look to take a different approach in engaging men, normalising conversations around mental health, removing the stigma, and supporting men to get the support they need.

[Find out more >>](#)



# About the role

## Manbassadors Community Peer Navigators

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



**Bolton**  
**at Home**





# About the role

## Why this role is important

We are looking for 2 people to join our successful Community Peer Navigator initiative which gives local residents the opportunity to work in their neighbourhoods on a variety of different community projects.

This role will be responsible for promoting, delivering and developing men's mental health activities in different parts of Bolton, working with voluntary and community projects to support local men to become more involved in their community.

The aims of the role are:

- To nurture and build community-led activity, working with the Manbassadors' network of organisations, who act as men's mental health advocates and look out for their customers, engaging them in conversations, and signposting them to further support.
- To raise awareness of men's wellbeing.
- To support men's social and community activities, creating safe spaces for men to talk openly about their emotional wellbeing.
- Help men to engage with other services that can support their mental health.
- To support community cohesion, health and wellness goals.
- To promote self-care, self-management and behaviour change in people and communities.

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# About the role

## Role Summary

This is an entry-level supported employment scheme, offered by Bolton CVS, in partnership with Bolton at Home. The role is managed largely by Bolton at Home and will be provided with a package of training and support.

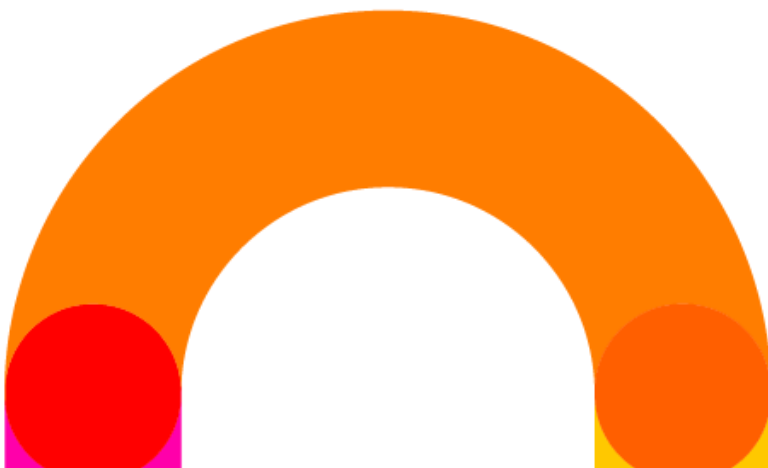
We will accept applications for this role from people currently living in Bolton. We are looking for local people with good local connections and an understanding of local issues and services. We are actively encouraging Bolton at Home tenants to apply.

This role will support the Manbassadors project to promote, deliver and develop men's mental health activities in different parts of Bolton. This will involve working with a range of partners across Bolton to support community projects, events and outreach activities.

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.



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# About the role

## Main Responsibilities

- To promote, develop and deliver activities for men in different parts of Bolton.
- To listen to people in communities to work out what they care about and what motivates them to take action.
- To support community projects, events and outreach activities which engage local people and promote 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 community members.
- 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 your skills and qualifications.

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# About the role

## Who we are looking for

You should have knowledge of issues faced by men in Bolton 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 working with voluntary and community projects to support local men to become more involved in their community.

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.



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# About the role

## 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](mailto: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 **Tuesday 23rd September**. Interviews for this post will take place on **Friday 3rd October**. If you will not be available on this date, please note this in your supporting statement.

For an informal conversation regarding this post, please contact Martin on 01204 325 773 or [martin@boltoncvs.org.uk](mailto: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](mailto:recruitment@boltoncvs.org.uk) or telephone us on 01204 546 010.



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# About the role

## 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](mailto:recruitment@boltoncvs.org.uk).



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## Contact us

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Bolton  
BL1 1LS

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