



We are Salford Foundation

We're a charity providing opportunities for young people and adults to create better futures. We want to create a fair society in which everyone has the opportunities and resources to reach their full potential.

We've been helping people in Salford, Greater Manchester and the North West since 1989. By creating the right mix of opportunities, relationships and resources with people, we believe that everyone can reach their full potential. Last year, we helped over 12,000 people to do this. People are at the heart of all our work, shaping and co-creating what we do. We have a fantastic network of businesses and volunteers helping us to achieve our goals.

Whilst our work varies and we always remain agile to meet changing needs, we have four broad areas of operation:

- **Aspirations and Opportunities** - Projects that promote young people's personal, social and vocational development.
- **Targeted Youth Support** - We provide intensive support to young people facing significant additional challenges caused through issues such as exclusion, violence, exploitation and family conflict.
- **Women's Services** - Projects which help women experiencing complex and multiple challenges to progress and change. This includes work with female offenders and survivors of domestic abuse.
- **Targeted Adult Support** - We provide intensive support to adults facing substantial barriers to their full participation in society due to issues such as offending, worklessness, poverty and health challenges.

Thank you for your interest in joining our team. We strive to ensure fair and unbiased recruitment processes, treating all applicants equally and valuing diversity in our workforce.



Skills Builder Coordinator x 3

Team:	Skills Builder
Department:	Aspirations & Opportunities
Competency Framework:	Level 1
Reporting to:	Senior Team Leader
Location:	Foundation House, Salford; plus Home Working
Salary Band:	£22,000 - £24,000 per annum
Hours:	Full-time (35hours) & part-time available
Contract:	Fixed term contract until 31st March 2025
Vacancies:	3 roles available due to new funding
Deadline:	5pm Friday 25th August 2025
Application Method:	CV and 1 page statement outlining how you meet the person specification emailed to recruitment@salfordfoundation.org.uk

Introduction

Salford Foundation seeks motivated individuals to coordinate and deliver a package of support across multiple colleges, schools and community settings. In collaboration with other National Citizen Service providers, successful candidates will contribute to designing a suite of resources and sessions to upskill 15, 16 & 17 year olds in Greater Manchester.

We want young people have greater confidence, resilience and wellbeing, feel able to have an impact on the world and become work-ready. Skills Builder will develop life skills & support independent living; build employability & work-readiness; and provide opportunities for volunteering or social action. As part of a wider Skills Builder team, you will deliver these opportunities to young people throughout Salford, Bolton, Wigan & Trafford to achieve the contractual targets as agreed with our funders.

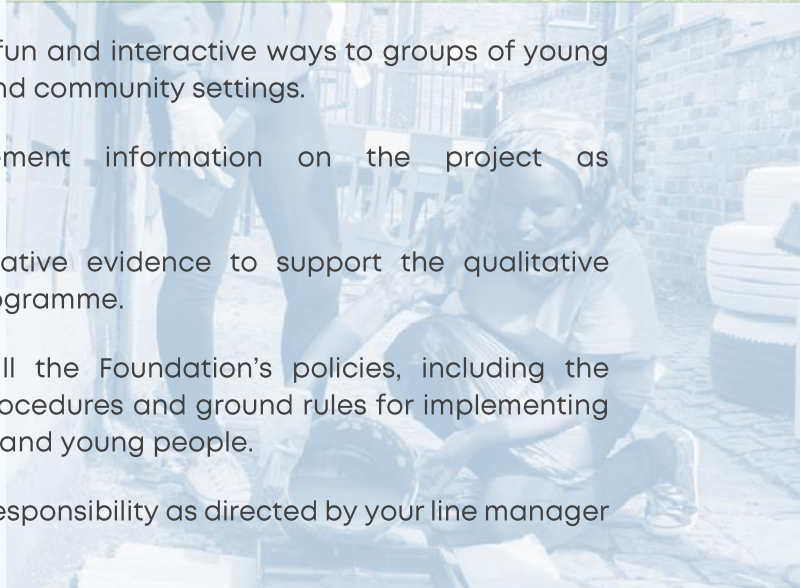
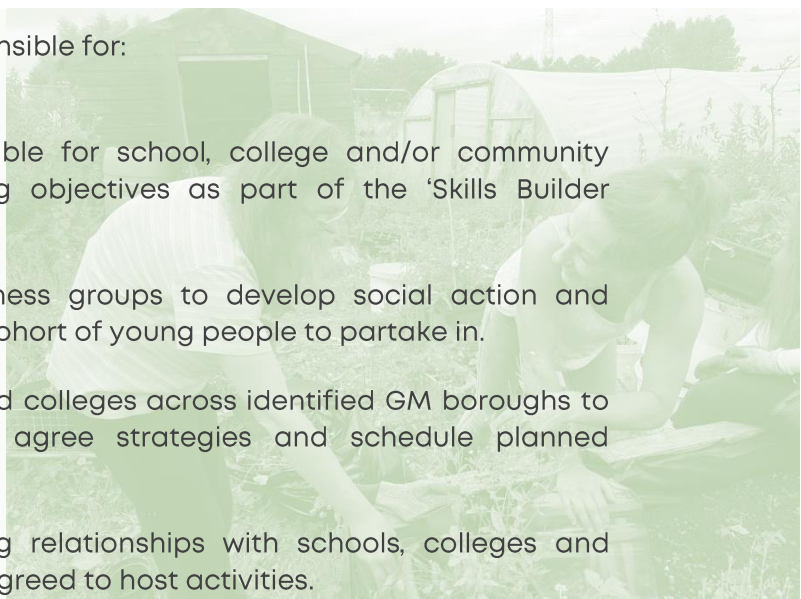
Applicants for this post will have a professional approach and have passion & empathy to support young people as they navigate towards adulthood.



Key tasks & responsibilities

In particular the post-holder(s) will be responsible for:

- Developing bespoke sessions suitable for school, college and/or community settings which have clear learning objectives as part of the 'Skills Builder Framework'.
- Liaising with community and business groups to develop social action and volunteering opportunities for your cohort of young people to partake in.
- Liaising with key staff at schools and colleges across identified GM boroughs to effectively promote opportunities, agree strategies and schedule planned delivery.
- Effectively managing good working relationships with schools, colleges and community groups once they have agreed to host activities.
- Delivering sessions and activities in fun and interactive ways to groups of young people in classroom environments and community settings.
- Preparing reports and management information on the project as required/requested.
- Generating and maintaining evaluative evidence to support the qualitative assessments of the impact of the programme.
- To implement and comply with all the Foundation's policies, including the Safeguarding Children Policy and procedures and ground rules for implementing appropriate behaviour with children and young people.
- Any other duties of a similar level of responsibility as directed by your line manager or a senior manager.



Competencies Framework – Level 1

Level 1	Caring	Leadership	Risk	Communication	Teamworking	Creativity	Professionalism
							
	Is able to demonstrate empathy and show compassion when working with and/or supporting people	Understands the charity's vision and values and understands their role in delivering that vision	Keeps manager informed about what they are working on, highlighting any risks or issues that could affect them, our clients or the organisation	Is approachable and uses language that is inclusive, non-judgemental and inspiring when communicating	Contributes and is committed to the team and the team's priorities	Recognises when a change arises and takes appropriate action	Demonstrates personal accountability and effective work habits (e.g. working effectively with others, managing time/workload, punctuality, maintaining required service levels)
	Treats themselves and others with kindness, care, and attention	Committed to achieving the best outcomes and results	Weights up the pros and cons of possible actions, thinking about potential risk and using this to inform decisions	Actively listens and encourages others to participate and express themselves	Understands own role within the team	Consults and works with other to find different options and solutions	Acts with honesty and integrity
	Responds to requests for care and provides support promptly and efficiently	Positive role model and provides peer support to others	Seeks guidance from colleagues/ managers/ relevant professional bodies	Records and responds to service user and stakeholder voices	Creates positive working relationships with others, recognises when others need help	Responds positively to change and is open to new and creative ways of working	Customer service – meets commitments effectively and efficiently and delivers results on time
	Embodies Salford Foundation's 'many hearts creating one community' approach to equality, diversity and inclusion	Open to feedback, coaching and support to grow and develop	Feels comfortable to alert management to situations that may cause harm to the organisation	Adapts their language, style, tone, and content to meet differing audience needs	Celebrates the achievements of the team	Feels empowered to try innovative ideas	Takes ownership of own learning and development, asking for help when needed
	Understands and respects the diverse needs of others	Acts as an ambassador for the charity, communicating positively and passionately about our work	Understands and follows organisation's policies and procedures	Communicates success (e.g. case studies, positive news) Records information clearly in accordance with procedures and systems	Values contributions from other team members Understands the contexts within which the team operates	Curious and willing to strive to implement improved ways of working	Safeguards the assets of the organisation, and is careful with all types of resource



Person specification

Knowledge

Essential

- Knowledge of issues relevant to and affecting the education and development of children
- An understanding of Child Protection, Equal Opportunities and anti-discriminatory practices

Desirable

- Knowledge of the education system
- Knowledge of volunteering and social action

Experience

Essential

- Experience of working with school and/or college aged young people
- Experience of working in education/ voluntary/ community settings
- Experience in the use of IT software and of Microsoft Office

Desirable

- Experience of delivering large-scale projects in an education/community setting
- Experience of working towards deadlines & targets
- Experience of organising events

Skills

Essential

- Ability to plan, prioritise and organise own workload
- Ability to relate well to young people from a wide range of backgrounds
- Excellent inter-personal communication skills
- Ability to engage young people in activities which support their development
- Ability to work to targets & deadlines

Desirable

- Ability to work independently as part of a wider-team strategy
- Ability to adapt presentation style and approach to a varied audience

Special Conditions

- **Qualifications:** Essential: None. Desirable: Relevant Level 3 Qualification or higher
- **DBS and reference requirements:** Enhanced DBS upon appointment; 2 written references
- **Evenings/ weekends and TOIL:** TOIL will be accrued for any work outside of the usual working day
- **Transport:** Full driving licence holder & access to vehicle for travel around education sites
- **Successful completion of a 6-month probationary period**



Welcome to our team!

As a valued member of our team, you get:



6% Pension Contribution

We contribute a generous 6% of your annual salary into your pension scheme (double the legal requirement)



Holidays

23 days off per year + 8 bank holidays. You'll get an extra day's holiday for each year you work with us (up to a max of 30 days). *Pro-rata for part-time staff*



Travel

Your car is important to you and us – keep it safe in our free, secure on-site car park at our main office. We pay 45p per mile when you're driving as part of your job. You can also get help towards the cost of a new bike with the Cycle to Work scheme.



Happy Birthday!

Enjoy your birthday with an extra day off and £10 to spend at amazon.co.uk as a gift from us.



Freebies, deals & discounts

Free access to 100's of discount codes at charityworkerdiscounts.com. You can also access further deals and discounts through priority.o2.co.uk



Happy Christmas!

Celebrate the successes of the year at our free staff meal. Also, we're closed over the Xmas period so you get a proper break, (using 3 days' holiday). ☺ Enjoy

Hybrid and flexi working

For most roles, you will only be required to work from the office 2 days out of 5. You can work from home on the other days. Enjoy further flexibility on your start and finish times and the length of your lunch with our flexi working arrangements. All of this is great for your work-life balance.

Your opinion matters

We have an active Workplace Engagement Group and other opportunities to influence and change our charity. We have a staff-led Equality, Diversity and Inclusion Group and conduct an annual staff survey.

Make a Difference

Be a part of changing people's lives for the better every day you come to work! 98% of our team say they are proud or very proud of the difference their work makes. (Staff survey, 2022).

Stay Healthy

Your health and wellbeing matter to us. You can take a 'wellbeing hour' during work hours each week. We run regular wellbeing activities and you can be supported to create your own wellbeing plan. Counselling support is also available when life or work gets particularly challenging.

Stay Social

We hold regular social events and lunchtime activities. We also have an annual staff Away Day.