

# Join our team

**Caritas Salford**  
Your local  
charity



**Supporting people experiencing poverty, isolation, disadvantage and homelessness in Manchester and Lancashire.**

Dear candidate,

Thank you so much for your interest in applying for a role at Caritas Salford.

We're a charity that supports people in the heart of our local communities across Greater Manchester and Lancashire and we can only do that thanks to the dedicated team of staff and volunteers that work across the organisation.

Each and every person who works at Caritas plays a role in helping us to work alongside people in the local community experiencing isolation, poverty, disadvantage and homelessness. Whether that's staff working in our services or those behind the scenes, our team is motivated by a desire to help others transform their lives with dignity.

We're the social action charity of the Roman Catholic Diocese of Salford, but support people of all faiths and none.

We believe everyone, whichever community they are from deserves to be able to live the best life they possibly can and we're privileged to support many people to do so.

If successful when applying for a role here at Caritas, you'd be joining at an exciting time for our organisation. We have been working hard through the pandemic and cost-of-living crisis to ensure we were able to evolve and that our services, systems and processes remain fit for purpose not just now, but for future years to come too.

We're excited about the opportunities that are ahead and I hope that you are able to be part of it.



If you share our passion, have the skills and experience, and want to help us take action to change lives across Greater Manchester and Lancashire, we'd love to hear from you.

Thanks again for your interest in Caritas Salford.

Best wishes,

A handwritten signature in black ink that reads "Patrick O'Dowd".

**Patrick O'Dowd**

Director

# Did you know...?

We were created in 2008, and have since incorporated the work of Catholic Children's Rescue Service, Catholic Welfare Societies, St Joseph's Mission to Deaf People, Justice and Peace, Racial Justice and Catholic Family Care to bring together work of individual charities created over more than a century. We're proud of our rich local heritage.



Our reach spans

**620**

square miles  
across the area.



We run



**12**



services across the diocese  
of Salford.



We support **thousands** of people every year  
with our community based services.



We have  
**103** staff and more than **260**  
volunteers who support them as they work  
alongside people in the local community



We couldn't do what we do without our amazing and dedicated team. Will you join us to help make a difference to even more lives?



# About us

## Our vision:

Our vision is for a society where there is justice and equality, and where the voices of people experiencing poverty, disadvantage and/or discrimination are heard, valued and acted upon so that all people can live in peace and dignity.

## Our mission:

Love in Action - our mission is to help those across the Diocese of Salford experiencing poverty, disadvantage and discrimination to transform their lives with dignity.

We provide a practical response to those in crisis, suffering hardship or who are at risk. We rebuild lives for the long-term, enabling people to live in a safe, healthy and secure environment.

We call for a better, more just world, where the voices of the poor are heard and acted upon and we positively influence the systems, decisions and resources that affect those in need.





## Our values:

### Respect:

valuing the worth of people; colleagues, volunteers and those we serve

### Integrity:

honesty, truthfulness, straightforwardness and forthrightness

### Ambition:

positive desire to achieve things for the common good

### Collaboration:

exploring opportunities for partnership and mutual cooperation, while remaining faithful to our core mission.

## Our strategic objectives:

To reduce poverty, disadvantage and discrimination in our diocese to enable people to 'live life to the full'.

To increase awareness and understanding of Catholic social teaching and animate the diocesan community to take practical action.

To become a voice for those who cannot speak for themselves, empowering people and advocating for justice and social change.

To become a sustainable, and more visible and effective catalyst for change.



# Employee terms, conditions and benefits



## Salary Policy

The pay structure is designed to attract and retain the most talented and dedicated people. The structure is reviewed on an annual basis to ensure that salaries remain affordable and competitive.



## Annual Leave

We have an annual leave entitlement of 26 days per year in addition to bank and public holidays. Our annual leave year operates from 1 April to 31 March.



## Pension Scheme

We provide all employees who earn more than the threshold membership of a pension scheme with Aviva. Currently our contribution is 5% of qualifying earnings.

## Life Insurance

Twice annual salary payment for a death in service.



## Occupational Sick Pay Scheme

Caritas offers a generous Occupational Sick Pay Scheme which increases with length of service.



## Employee Assistance Programme

We offer employee's access to an Employee Assistance Programme from Health Assured which offers the following support:

- 24/7/365 confidential life management line
- Counselling
- Medical line - 24-hour access to trained nurses
- Eldercare, childcare support and access to legal and financial information
- Manager Consultancy and Support Service
- Critical incident telephone support including stress intervention
- Online help and advice for various issues
- Health and preventative wellness programmes





## Support, Learning and Development

We are committed to developing skills and expertise and offer training and support to all employees. Employees are encouraged to develop and are required to attend mandatory training, other appropriate training, participate in supervision, annual appraisals and development reviews.



### Policies and Procedures

We have comprehensive policies and procedures which support family friendly policies including flexible working and work life balance.



### Eye Care Scheme

Employees who are computer users have the right to request an eye test, the cost of which will be refunded and if glasses are required for VDU work a financial contribution will be made.



### Annual Staff Conference

Staff are invited to attend the Annual Staff Conference.



### Accredited Membership

Caritas is a Disability Confident Employer and a Living Wage Employer.



# Our services

We're proud of our services and the support we provide people locally, making a real, tangible difference to their lives.

**Our work includes:**

## **Supporting children, young people and families:**

Our schools' service removes barriers to learning and participation, empowering children, young people and their families by providing a bespoke package which can address a range of areas, including behaviour, supporting bereavement, emotional wellbeing, anxiety, safeguarding and confidence.

Our young parents' accommodation provides support, safety, security and a period of stability to young parents and their children at a time when they have experienced crisis or distress in their lives, whilst preparing them for independent living.

## **Supporting people experiencing homelessness:**

Our day centre facility in Manchester, **Cornerstone**, aims to ensure that no one has to sleep rough, that people have the support they need to prevent them from becoming homeless, and that those who do are helped to secure safe accommodation.

Our **Morning Star Hostel**, supported accommodation in Manchester, also provides a safe place for a temporary but not time-limited period.

At our **Red Door Day Centre** in Bury, we also support homeless and vulnerable individuals with food, essential practical support and assistance in finding both temporary and permanent accommodation. Our team also assists with access to other services and benefits, including management of income, access to appropriate health care, and support in improving physical and mental wellbeing.





## Supporting local communities through social action:

Our Lalley Centre and Community Allotment in Collyhurst supports people on low incomes with practical needs in health, housing, family and employment. We assist people who are unemployed or receiving benefits, families facing homelessness, those struggling with addictions, mental health and wellbeing or conditions that prevent them from working. Our community allotment offers the chance for local people to learn new skills whilst also providing fresh produce as part of a healthy-eating scheme, which also supplies our Lalley food bank.

Our team at the St Joseph's Mission to Deaf People works to break down the barriers of isolation experienced by members of the local deaf community.

## Supporting refugees:

Our Aspire service supports individuals including refugees and people seeking

asylum who have aspirations to progress into professional employment, many wishing to restart careers that have been cut short due to conflict. Our support enables them to rebuild their lives and give back to their new community. Our team also offers Aspire English language teaching to further support people as they settle into their new home or if they wish to improve their language skills.

Through our **Community Sponsorship Scheme**, Caritas Salford enables groups of volunteers to safely resettle, welcome and support families of refugees in their community.

## Formation and animation:

We also work with **parishes and school communities** across Greater Manchester and Lancashire, providing tools to help them put the Church's commitment into practice, in accordance with the principles of Catholic social teaching.

## Don't just take our word for it...

Hopefully this short document gives you a flavour of what we're about. But, don't just take our word for it, here's a few comments from staff, volunteers and people who have accessed our services:

*“People showed us humanity between friends and neighbours...life was harder before but here there is safety, humanity, support.”*

Person accessing our services

*“Caritas is such a great place to work. I enjoy every day and people around me are very supportive. It's nice to see the difference your work makes to the lives of people in need too. That makes it all worthwhile.”*

Caritas employee

*“When you see that your children are happy you forget that you are far from your family, in exile...you feel that you have achieved something for them.”*

Person accessing our services

*“It is a pleasure working in partnership with Caritas, made easier by having the same vision and working with colleagues who genuinely care about what they do and who they support.”*

One of our partners in service delivery

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