2nd November 2026

Dear applicant

Thank you for contacting us for information about the Social Prescribing Manager (Integrated Plus and High Intensity User project) vacancy. You will find the following documents included in this pack:

- Background information about Dudley CVS
- About our application process
- Background information about the post you have enquired about
- A job profile and person specification for the post you have enquired about
- An application form
- An equal opportunities monitoring form

If you require an alternative format, please contact Dudley CVS via the details below.

The closing date for applications is 12-noon Wednesday 2nd December 2026. Application forms and the equal opportunities monitoring form should be emailed to info@dudleycvs.org.uk or posted to:

Dudley CVS
7 Albion Street
Brierley Hill
DY5 3EE

As we are a charity with limited resources, we are sorry that we will not be able to respond to applicants who are not shortlisted for interview. If you have not heard from us by the 10th December, please assume that you have not been shortlisted. Interviews are currently planned for **Tuesday 15th December 2026.**

If you have any questions about the process, please contact me on the number and email below. If you would like to have an informal discussion about the post, please contact Kate Green, Deputy Chief Executive, using the contact details provided in this letter.

Yours sincerely

Dale Pickin
Administrator

Background information

Dudley CVS's vision is:

"Caring, vibrant and strong communities where everyone can fulfil their potential"

And Dudley CVS's mission is:

"Connecting and inspiring people and organisations to achieve positive change while championing their value to partners and the wider community."

To achieve these, Dudley CVS:

- Helps individuals that access health and social care services. This includes listening to people's experiences of services and working with service-designers to improve them, connecting individuals to decision-makers and helping them get their voices heard and supporting them to access services that improve their health and wellbeing.
- Supports people and communities that want to make a positive impact. This includes helping people to come together to plan projects and activities that benefit local communities, connecting people and communities to service-designers and encouraging collaboration and signposting to volunteering opportunities.
- Providing tailored support to people that set up and manage voluntary and community organisations, charities and social enterprises. This includes training people to organise and lead their group, supporting with paperwork, planning and financial management. Dudley CVS also supports organisations with involving volunteers, measuring and demonstrating impact and connects them to potential partners and funding opportunities.

Dudley CVS also acts as a trading company. Its assets are DY1 and Brierley Hill Civic Hall.

In addition, we are a key player in the borough in terms of strategic and partnership work to ensure that the role of the voluntary and community sector is maximised.

The voluntary and community sector is very diverse, spanning small, solely volunteer-led community groups to large charities that employ staff and growing social enterprises that trade to achieve their social aims. Many of these organisations are managed by an elected committee of volunteers. They can receive funding for their work from sources including the council, regeneration schemes, Europe or other charitable funders such as the National Lottery Community Fund. Other groups will have no or only small amounts of funding and rely entirely on volunteers to carry out their work. Dudley CVS receives its 'core' funding from Dudley Council and we also receive funding from various other sources and via income generation.

Working at Dudley CVS

Dudley CVS is a friendly, versatile and creative charity. We help people and organisations that want to make a positive difference in communities across Dudley borough.

We have a team crammed full of enthusiastic people with a dazzling diversity of skills and knowledge. We work in an ever-changing environment which means every team member needs to be prepared to respond to both internal and external opportunities, sometimes in a short timescale.

We have an informal working environment and the spaces we work from are friendly and welcoming - from our main office in Brierley Hill to the premises at Brierley Hill Civic Hall and DY1 in Dudley. Staff working for Dudley CVS have many opportunities to develop their skills and experience and to prioritise and manage their own workload on a day to day basis.

We are governed by a board of directors who give their time voluntarily. The directors are elected from and by our members, which are voluntary and community organisations operating in Dudley borough.

Dudley CVS is a company limited by guarantee and a registered charity. Dudley CVS also acts as a trading company.

We have been firmly rooted in Dudley borough for nearly 50 years and we have a palpable passion for Dudley borough’s amazing people and places.

Join us to help the whole team with the increasingly crucial role of supporting people to do more for themselves at the same time as creating positive outcomes within our communities.

During recruitment processes, we look for people who have a 'can-do' attitude and are able to find ways and means to undertake work when solutions may not always be initially obvious, and people who relish a busy working atmosphere.

Our culture statement

Our Values

Dudley CVS nurtures people. As a team we work together to create a culture which places **trust**, **integrity**, **humility** and **caring** at the heart of what we do. We are **passionate** about supporting and working alongside people and the communities they are part of to make a difference and fulfil their potential. **Collaboration** is a cornerstone of all that we do.

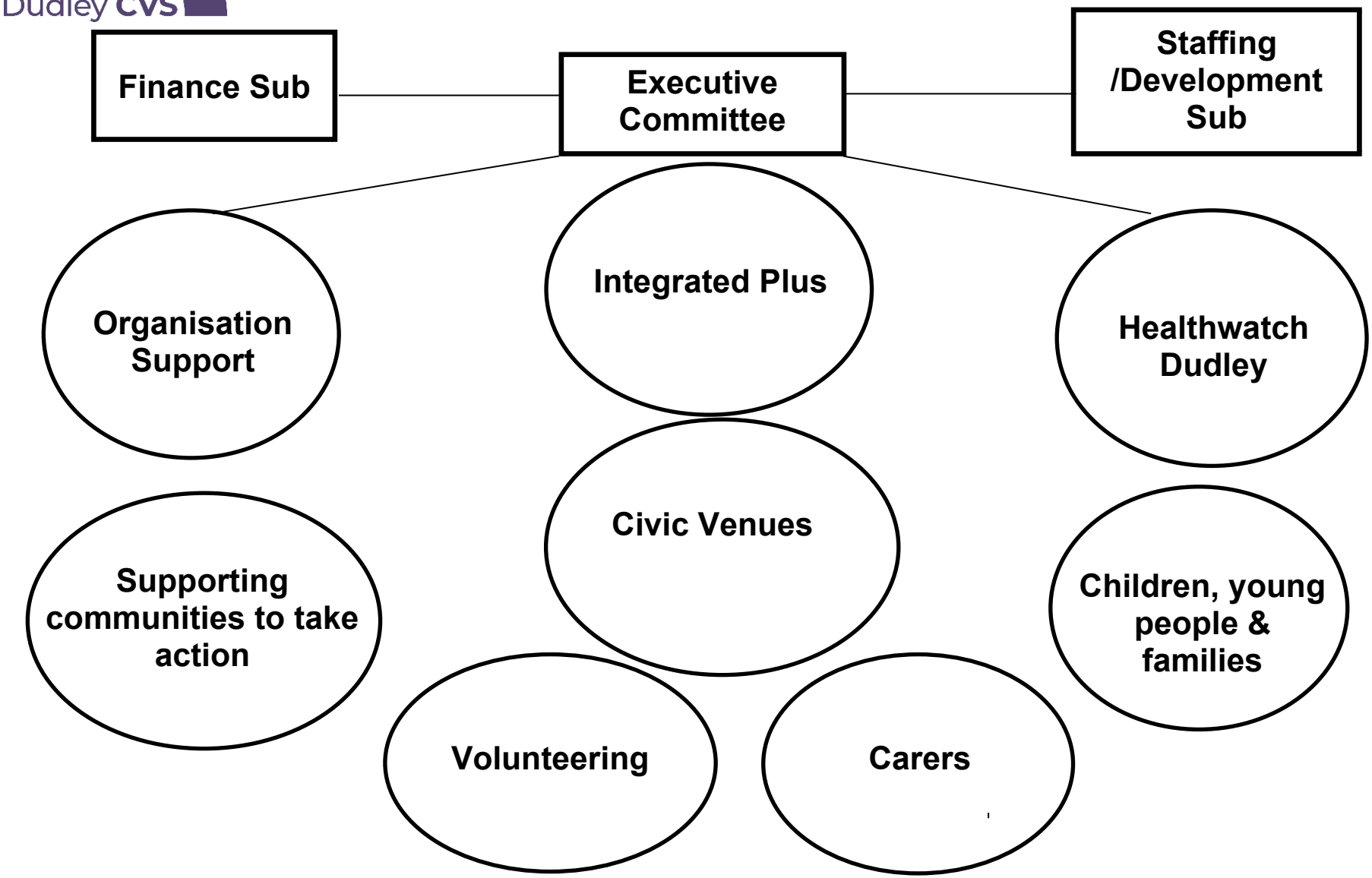
Our values are our guiding beliefs, they define our behaviours and how we approach our work.

We work this way. We deliver on this. This is what you can expect from us.

Value	**Values in Action**	**Values not in action**
Trust	We nurture positive and respectful relationships We are open and transparent	*Having hidden conversations that foster negativity.* *Gossiping.*
Integrity	We are honest We put others first We are helpful We have authentic involvement We share learning	*Dishonesty, disrespectful, selfish actions, unhelpful, not having time for others.*
Humility	We acknowledge mistakes and limitations We are open to other viewpoints and ideas We have low self-focus We ask for help when we need it We recognise and appreciate others for their skills and talents	*Closed minded* *Seeking attention and the limelight* *Having negative preconceptions about peoples work, being ungenerous with, to and about our fellow colleagues*
Care	We are kind and supportive We help people to feel safe We value people We care about people's wellbeing We are friendly and welcoming	*Not having time for others* *Allowing cliques to develop and being selective in our behaviour towards people* *Making people feel isolated and outsiders*
Passion	We are brave to speak out We continuously learn through doing We are continuously curious	*Not speaking out* *Uncurious* *Apathy about work*
Collaboration	We work collaboratively across the whole organisation and with partners We believe in a culture rooted in collaboration, sharing and embracing learning together We cultivate collaborative behaviours	*Working in isolation* *Not sharing and learning together*

To see more of what we do visit www.dudleycvs.org.uk

Dudley CVS
Organisation Structure



GUIDELINES ON COMPLETING YOUR APPLICATION

It is very important that you read this information before completing the form.

How we decide who to invite for interview

Dudley CVS uses a scoring system in order to select those applicants who will be invited for interview. We give marks according to how well your application meets each point in our **Person Specification**. The candidates with the highest total scores are then invited for interview.

You will find a Job Description and a Person Specification enclosed in your pack. The job description tells you about the tasks you will be asked to do if you're successful; the Person Specification describes the person we are looking for to fill the post. Your application should, therefore, be based on the Person Specification.

How you can give yourself the best chance of being successful

Whilst we do need, and take note of, all the information you give us, the most important part of the form is:

SECTION 6. EXPERIENCE
This is your opportunity to tell us clearly how your experience and abilities relate to each of the requirements in the Person Specification. Although reference to the Job Description is always good, **it is the details of the Person Specification that you will be scored against**.

It would be helpful if you write your information in the same order as the requirements are set out in that document.

It is also useful if you provide some evidence about how well you did a task. Below is an example of a good response.

From the Person Specification: "Experience in the use of word processing and spreadsheet packages."

Response: "I have used word processing extensively to produce letters, reports tables and minutes. I am good at spelling and punctuation and always take care to proof read and to make sure that the document is well laid out. I have used spreadsheets in my voluntary capacity as book-keeper for a small group. I have set up a system to calculate cash in hand at the end of each month and to compare expenditure against budget, which has been easily followed by the Management Committee.

Other sections on the Application Form and how to fill them out.

1. PERSONAL DETAILS

Dudley CVS is an equal opportunities employer and welcomes applications from people with disability. **All applicants will be judged on their experience and job-related abilities only.**

If you would need any special arrangements in order to attend for interview, please either include this on the form or attach a separate sheet if necessary.

2. EDUCATION/TRAINING/QUALIFICATIONS

Please detail the information that is relevant to your application. It is not necessary to list the schools / colleges you attended. Please note that, should you be offered the post, you will be asked to supply evidence of your qualifications (original certificates for example).

3. RELEVENT NON-QUALIFICATION LEARNING

We are interested in any learning you have taken part in **which is relevant to the post**. This could be short courses, company in-house training, voluntary work, computer based training or one-to-one mentoring.

4. PRESENT/LAST EMPLOYMENT

Use this section to describe to us your current or most recent duties and responsibilities, emphasising those **which relate to this application and your level of responsibility.**

5. PAST EMPLOYMENT (MOST RECENT FIRST)

We are interested in your relevant duties but also in the breadth and variety of experience that you have had. If you feel it is relevant, please give us some detail of your different responsibilities. You can use an extra sheet if necessary.

Unless there is something you particularly want to tell us about, there is no need to include information for more than the past 15 years.

6. REFERENCES

Please check with your referees that they will be available to supply a reference, if required, immediately after the interview date. If one of your referees is on holiday or otherwise unavailable for a time, please attach to the form the times when your referee will be available or find an alternative person.

7. CRIMINAL CONVICTIONS

Certain posts within Dudley CVS involve working with vulnerable adults and children. If you are applying for such a post, the law requires that we requested a Disclosure and Barring Service check on you.

Unspent criminal convictions will only be taken into consideration if they are directly relevant to the post. Failure to disclose unspent convictions could result in disciplinary procedure should you be appointed.

8. DECLARATION

Please note that emailed applications will be accepted and should you be shortlisted for interview you will be asked to sign the form.

9. CLOSING DATE

Please make sure that you post the form in good time. **Dudley CVS cannot accept late arrivals.**

10. RECRUITMENT MONITORING FORM

Dudley CVS is an equal opportunity employer. To help us monitor our policy, we would be grateful if you would complete the details on the form.

The form will be separated from the application before the selection process begins.

11. DATA PROTECTION

Personal data obtained from applicants during the recruitment process will be held securely and will be used solely for the purposes of selection for the post advertised. Other than for the successful applicant, no personal data from the application form will be retained beyond four months from the date of interview. Equal opportunities monitoring information will be retained for twelve months.

12. CVs

Please **do not** include a CV. If you do, it will not be considered. All information must be on the application form or continuation sheets.

13. ELIGIBILITY TO WORK IN THE UK

English law requires that all employers check that everyone they employ is legally eligible to work in the UK. As an equal opportunities employer, Dudley CVS will therefore require all successful candidates to provide this proof prior to starting work. The Home Office has provided a detailed list of what documents provide the proof. If you would like to discuss this further please do contact us.

Dudley CVS

Job Description

Job title:	Social Prescribing Manager (Integrated Plus and High Intensity User Project)
Responsible to:	Deputy Chief Executive
Hours of work:	37 hours per week To be worked weekdays and occasional evenings and weekends. Dudley CVS does not pay overtime, but gives time off in lieu.
Salary:	£46,579 (aligned to NJC SCP 34)
Pension:	Employer contribution 6% after probationary period of 6 months, minimum employee contribution 4%
Location:	You will be based in offices in Brierley Hill and will be happy to work from a range of settings using mobile devices. We operate a mixture of office-based and home working arrangements.
Travel expenses:	Paid at equivalent NJC casual user rates, monthly in arrears.
Holidays:	25 days (plus Bank Holidays)

A DBS Check will be required

Main Purpose of Job

- To be responsible for leading, coordinating and managing the existing Integrated Plus and High Intensity User Social Prescribing Service.
- To represent the Social Prescribing service at strategic meetings and take a strategic lead on ensuring the voluntary and community sector is involved in and central to social prescribing interventions in Dudley borough.
- To provide support, leadership and guidance to the Integrated Plus staff team.
- To support internal leadership and encourage and support collaborative working across our teams and projects.

Tasks / Key responsibilities

1. To be responsible for leading, coordinating and managing the existing Integrated Plus and High Intensity User Social Prescribing Service.

- To lead, coordinate and provide strong strategic management for the social prescribing service.
- To ensure effective procedures and processes are in place for successful project delivery.
- To help lead on recruiting and inducting staff when required.
- To manage human resources of staff employed for the service.
- To manage the financial budget.
- To authorise invoices/expenditure for the project and contribute to budget preparation, financial management and monitoring.
- To analyse data to provide evidence of impact of the service.
- To review and monitor the projects progress, achievements of targets, key performance indicators and prepare and submit all monitoring and evaluation reports.
- To ensure the service is compliant with local safeguarding procedures and confidentiality.
- To oversee the management and administration of the social prescribing voluntary sector fund.
- To lead on the promotion and marketing of the Integrated Plus service.
- To oversee the management of the IT database used by project staff to ensure appropriate and relevant data is being captured and stored safely in line with GDPR.
- To assist the Deputy Chief Executive in negotiating the yearly contract for the service and attending contract management review meetings.
- Where appropriate, seek opportunities for income generation for the service.

2. To represent the Social Prescribing service at strategic meetings and take a strategic lead on ensuring the voluntary and community sector is involved in and central to social prescribing interventions in Dudley borough.

- To liaise with primary care providers and others to continue to embed Social Prescribing as part of the Health and Care system.
- To attend Integrated Care Team Leadership steering group meetings.
- To attend regional and national meetings to help shape and influence the social prescribing agenda.
- To actively engage the voluntary and community sector in Dudley borough's social prescribing model and approach.
- To identify opportunities whereby the voluntary sector can add value to social prescribing.
- To raise the profile of the voluntary sector across the system and demonstrate its value in relation to social prescribing.
- To find ways of encouraging good collaboration and networking between Dudley CVS and NHS employed social prescribers.

3. To provide support, leadership and guidance to the Integrated Plus staff team.

- To provide effective leadership and management to the Integrated Plus team.
- To line manage staff.
- To plan and facilitate team meetings and lead project planning away days.
- To provide staff with support, talking through difficult client cases, safeguarding issues etc.
- To provide ongoing support to maintain an effective team that shares learning, successes, challenges and offers each other peer support.
- To provide opportunities for staff to learn and engage in training and learning appropriate to their roles.

4. To support internal leadership and encourage and support collaborative working across our teams and projects.

- Attend senior management team meetings.
- Help lead on the implementation of good practice, ensure quality standards are upheld and support ways of working that align with Dudley CVS's culture.
- Work with senior executives and other senior development officers to support collaborative working across Dudley CVS teams and projects.
- Support the delivery of innovation, creativity, learning and exploration across teams and projects.
- Assist in creating, encouraging and facilitating activities that nurture collective learning, reflection and evaluation.

Standard Terms Common to all job descriptions

- Role model Dudley CVS's values and ethos
- Be willing to work outside the office environment, occasionally unsocial hours including weekends and evenings and travel within Dudley borough and occasionally further
- Help ensure that Dudley CVS embraces diversity, challenges discrimination and reflects Dudley borough's communities
- Participate in your reviews, supervisions and appraisals
- Participate in Dudley CVS team meetings, away days, reviews, AGMs etc.
- Comply with all Dudley CVS policies and conditions of service
- Have due regard to the provisions of health and safety at work legislation
- Undertake additional responsibilities appropriate to the grade and responsibilities of the role.

Person specification

The person specification is a picture of qualifications, knowledge, experience and qualities Dudley CVS is seeking. It will be used in the shortlisting and interview process for this role.

Please show us how you meet the following criteria and tell us why this role is perfect for you.

Essential skills and experience

1. Significant experience of working with the voluntary, community and faith sector, specifically with organisations working with adults.
2. Understanding of social prescribing interventions and approach and the value it offers.
3. You possess a strong and practical understanding of safeguarding policy and practice and are up to date with current legislation.
4. Minimum of 5 years' experience in a senior management role.
5. Experience of line management.
6. Experience of financial planning and managing budgets.
7. Project planning knowledge and skills.
8. Knowledge and experience of partnership working with public, private and voluntary sector organisations and supporting local partnerships.
9. Understanding of social prescribing interventions.
10. Excellent facilitation and collaboration skills.
11. Ability to analyse data.
12. Comfortable with ambiguity and able to thrive in a fluid environment while recognising constraints which partner, and stakeholder organisations work within.
13. Experience of successfully coordinating and managing projects in challenging environments.
14. Excellent communication and interpersonal skills.
15. Skilled at conveying information and ideas.
16. Clear communicator with good report writing and presentation skills, capable of constructing and delivering clear ideas and concepts concisely and accurately for a range of audiences.
17. Planning skills with the ability to work in a flexible way and meet competing deadlines. You are accustomed to working in teams and do this effectively.
18. Ability to use CRM systems and databases.
19. You know how to use a range of software to produce written documents, spreadsheets, presentations. You can effectively manage communication by email, and you are comfortable using collaborative online tools (for example what's app, twitter, facebook, using text editors such as Word/Pages and other message apps.

Desirable

- Qualification in leadership and management.
- Experience and knowledge of fundraising, bid writing and tenders.
- Ability to demonstrate innovative thinking and its application to project development and delivery.
- Experience of contract management.
- Knowledge of statutory and NHS structures and services, specially in the adults arena.
- Ability to use Microsoft 365.

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