

JOB VACANCIES**ROYAL VOLUNTARY SERVICE****Service Support (South)**

20 hours per week Salary: £7.96 per hour Location: Satellite Hub Office, Manchester

Royal Voluntary Service are currently expanding and developing their services to enable many more older people to access the services they provide.

Across Greater Manchester, Royal Voluntary Service are delivering a test programme where they aim to develop and deliver new services which meet the needs of older people in individual, local communities, alongside retaining and growing our existing service portfolio. This is an exciting and highly relevant piece of work working alongside multiple Local Authorities and Hospital Trusts. The Service Support, will be responsible for the support function of existing and new services via administration and community engagement.

The team will recruit, train, manage and lead volunteers to deliver the support elements of the services; delivering bespoke support at home and in the community via a suite of service offers. The team will also work to identify, engage and work with partners to extend our reach.

If you are interested in applying for this exciting role, you will need to be able to demonstrate experience in administration; the ability to support projects to deliver time, lead and recruit volunteers and the ability to communicate and write coherently. Your role will require you to be computer literate, using Microsoft Office.

This post-holder would need to be fully flexible throughout the week to meet the needs of the programme, with potential for working some evenings and weekends, working 20 hours per week, until March 2018. An extension may apply at the end of this period subject to funding.

For an informal chat contact Doug on 0792 884 7759. For further information and to apply, visit:

www.royalvoluntaryservice.org.uk/about-us/working-for-us/job/3407-service-support-south

Deadline: **27 September, 2017 - 17:00**

THE FACTORY YOUTH ZONE**Head of Youth Work – Maternity Leave Cover**

40 hours per week Salary: £30,000-£35,000 dependent on experience Location: The Factory Youth Zone, 931 Rochdale Road, Harpurhey, Manchester, M9 8AE

To lead, deliver and develop all work with young people through a team of staff, volunteers and partner agencies. To set and maintain high accredited standards that ensures that work with young people is supportive, safe, inclusive and has a positive impact upon the young people that enables them to learn and make a positive contribution to their families, peers and their community

Good candidates for this role will have a portfolio of achievement, working with and on behalf of young people. Excellent communication and team management skills which motivate staff, volunteers and partners to go the extra mile. Able to inspire confidence and raise ambitions for young people.

In accordance with our safeguarding procedures, this position requires a DBS check (formerly called CRB check).

For further information and to apply, visit: www.thefactoryyz.org/vacancie or contact 0161 203 5333, or email: richard.marsh@thefactoryyz.org Deadline: **27 September, 2017 (All day)**

BRITISH RED CROSS**Shop Manager**

Leigh Hours: 35 hours per week including weekends Contract type: Permanent Salary: GBP 16,523 per annum for 35 hours per week

Are you creative with an eye for detail? Do you love finding second hand gems? Can you generate income from pre-loved items? Is excellent customer service at the heart of what you do? Then we would love to hear from you!

We have an exciting opportunity for an experienced, enthusiastic retailer with excellent customer service skills to join our shop in Leigh. As a Shop Manager, you will be responsible for the management and successful delivery of a customer focussed shop team that is the 'window of the Red Cross' on the high street.

The post holder will be responsible for achieving store profits and targets, and will be accountable for the effective management of finances, stock, premises and administration. You will manage a team of paid and volunteer staff to ensure they receive ongoing support and training to assist you in providing an excellent customer experience. Together, you'll maintain a well merchandised shop that pushes the boundaries and maintains the British Red Cross' image and reputation.

The post holder will use their entrepreneurial flair to seize local trading opportunities and make management decisions that affect the shop.

Full details <https://jobs.redcross.org.uk> Closes **28 September 2017**

THE FACTORY YOUTH ZONE

Events and Communications Co-ordinator

40 hours per week (to include paid breaks) Salary: c£25,000 per year, dependent on experience

Location: The Factory Youth Zone, Manchester

The purpose of the role is to support The Factory Youth Zone's income target of £1.2m by effectively managing and delivering a portfolio of existing and new fundraising events and managing the communication with current and potential donors to raise the awareness across Manchester and the North West of what we do and the impact which we make to the lives of young people.

Great candidates for this role will have experience of both events and communications; however the ability to engage with, to care for and to secure funding from donors and supporters is paramount. They will need to be able to articulate what we do and how we work with young people and have a real passion for what we do to raise the aspiration of young people in one of the most deprived areas of the UK.

Candidates will need to fit into the team and to have contact with young people who can act as ambassadors and volunteers around social media.

It is important that the person appointed is politically aware and can respond to the demands of both our members and donors in a coherent, professional and ethical manner. They must also be able to cope with multiple demands and stretching targets and to grasp new information and ideas quickly. They must be trustworthy and a motivated self-starter, able to work effectively and autonomously with minimal supervision.

In accordance with Safeguarding procedures, this position requires an enhanced DBS check.

For further information and to apply, visit: www.thefactoryyz.org/vacancies or contact 0161 203 5333, or email: info@thefactoryyz.org Deadline: **29 September, 2017 - 12:00**

Finance Administrator

32 hours per week (to include paid breaks) Salary: £22,500 per annum pro rata (£18,000 salary)

Location: The Factory Youth Zone, Manchester

The purpose of the job is to assist the finance function for The Factory Youth Zone, maintaining the financial systems, managing multiple project budgets, assisting as and when required with the preparation of budgets, monthly management accounts and monthly payroll.

The Finance Administrator will ensure all functions are maintained to a high standard providing timely information in line with current legislation.

Good candidates for this role will have experience of working in a financial environment. They will be numerate, IT literate and demonstrate excellent attention to detail.

In accordance with Safeguarding procedures, this position requires a DBS check. Due to the responsibilities of this role The Factory Youth Zone will also carry out a pre-employment credit check.

For further information and to apply, visit: www.thefactoryyz.org/vacancies or contact 0161 203 5333, or email: info@thefactoryyz.org. Deadline: **29 September, 2017 (All day)**

BRITISH RED CROSS**Resource Planner**

Location: Salford Hours: 35 hours per week Contract type: Permanent Salary: GBP 18,805 per annum
 We have a fantastic opportunity for an enthusiastic individual with excellent organisation and planning skills to join our organisation as a Resource Planner. Reporting to the Resource Planning Manager, the post holder will be responsible for the schedule management of all courses and venues within a geographical area of the UK. The Resource Planner will also manage the planning and allocation of training resources, focusing on maximising trainer utilisation and minimising associated costs. The course schedule is a core element of our business, and the post holder will play an essential role in ensuring that the British Red Cross maintains its reputation for delivering excellence in the provision of first aid at work courses. Full details <https://jobs.redcross.org.uk> Closing date **23:59 on Friday 29th September 2017**

RETHINKING ECONOMICS**Director**

30 hours per week, with the expectation of working 4 days per week Monday - Friday to be agreed
 Salary: £30,000 - £37,500 pro rata depending on experience Location: Manchester
 Rethinking Economics (RE) is seeking a dynamic, talented and passionate individual to help take their campaign to change economics to the next level. You will be a collaborative leader with a commitment to empowering others to create positive change. You will have excellent interpersonal skills, including the ability to listen, build positive relationships and help others to achieve their potential. A strategic thinker, you are adept at balancing the competing demands of day-to-day delivery with a firm focus on the bigger picture. Direct experience of building and managing teams, a proven track record of fundraising and a good working knowledge of pluralist economic thinking would be highly advantageous. This new Director position reflects a shift in emphasis in the way RE plan to govern themselves and represents a departure from their non-hierarchical tradition. RE are seeking a Director who can work well in this shifting governance environment and respect the ways of working that have been established. If you have any queries about the role or would like to have an informal discussion about the role, contact: recruitment@rethinkeconomics.org
 To apply, send a CV and covering letter (no more than 2 A4 sides) outlining why you feel you are suited to the role
 Deadline: **29 September, 2017 (All day)**

LGBT FOUNDATION**Corporate and Events Manager**

37 hours per week Salary: £29,323 (+10% pension) Location: Manchester
 If you are a highly motivated and engaging individual, you might be just what the LGBT Foundation are looking for to join their team. LGBT Foundation is a vibrant charity with a wide portfolio of well-established services and rapidly developing new initiatives aimed at meeting the needs of lesbian, gay, bisexual and trans people. The LGBT Foundation are looking for a proactive person to work with them in this exciting new role to lead on increasing their unrestricted income, helping to meet the needs of service users and ensure a sustainable future. The initial and primary focus of the role will be to significantly increase income from corporate supporters, however the LGBT Foundation have potential to grow other areas of unrestricted income and the post will lead on exploration and development of this. This role is suited to a self-starting, motivated, and target driven individual who is a great communicator and influencer. The post is for a 12 month contract with possible extension. If you would like an informal chat about this post, contact Rachel Bottomley on 0345 330 3030. For further information and to apply, visit: www.lgbt.foundation/jobs or email: recruitment@lgbt.foundation Deadline: **2 October, 2017 - 09:00**

ADACTUS HOUSING ASSOCIATION LIMITED

Cook

Location: Wickham Hall, Wigan Salary: £8.43 per hour

Hours: Week One – 30 hours per week over 5 days (Monday, Tuesday, Thursday, Saturday & Sunday

Week Two – 12 hours per week over 2 days (Wednesday & Friday)

Responsible for the smooth running of activities in the kitchen. Responsible for ensuring the kitchen is kept to a hygienic standard. Ordering food supplies as required

Application to be returned to: HR Department

Adactus Housing Group Limited Turner House, 56 King Street LEIGH, Lancs, WN7 4LJ

Closing date for applications: **12 Noon, Monday 2 October 2017**

Scheme Domestic

Location: Eliot Gardens, Wigan Salary: £7.93 per hour

Hours: 15 hours per week working Monday, Thursday & Friday. 9.15am – 2.30pm (with 15 minute unpaid break)

To ensure the communal areas are clean and tidy and to ensure the areas are free from clutter, and means of escape are clear.

Application to be returned to: HR Department

Adactus Housing Group Limited Turner House, 56 King Street LEIGH, Lancs, WN7 4LJ

Closing date for applications: **12 Noon, Monday 2 October 2017**

GADDUM CENTRE

Assistant Head of Services

35 hours per week, with flexible working required to suit the needs of the role Salary: NJC SP38 £32,778 per annum Location: Gaddum Centre and other service delivery sites

The Assistant Head of Services will be responsible for the operational management of client services provided by Gaddum Centre and the direct supervision of service managers.

The purpose of the job is to manage the client services for adults, children and young people delivered by Gaddum Centre to those people most in need across Greater Manchester; ensuring high standards and value for money. Current services include carers support, counselling, advocacy, bereavement and palliative care work, information, advice and guidance for individuals and families, plus other additional services. For further information and to apply, visit: www.gaddumcentre.co.uk/Vacancies/

Deadline: **2 October, 2017 - 17:00**

PR and Communications Lead

35 hours with flexible working required to suit the needs of the role Salary: NJC SO1 SP29 £25,440 per annum Location: Gaddum Centre and other service delivery sites

The PR and Communications Lead will be responsible for delivering messages and campaigns that are strategic, responsive to external factors and disseminated in the most effective way to maximise the impact Gaddum makes within communities and to stakeholders for the benefit of the diverse communities we serve. For further information and to apply, visit: www.gaddumcentre.co.uk/Vacancies/

Deadline: **2 October, 2017 - 17:00**

LEVENSHULME INSPIRE

Inspired People Project Taskforce Organiser

21 hours per week Salary: £21,000 pro rata Location: Manchester

Key skills Levenshulme Inspire are looking for include: an ability to quickly grasp a key issue (defined by local old people); design a public awareness campaign aimed at influencing key decision makers and changing policy; and extensive written and verbal communication skills (including social media); and they must show a clear understanding of Inspire's vision and values.

The Taskforce Organiser, will work alongside the Inspire People Project, which is supported by the Big Lottery Reaching Communities Fund, and supports older people in Levenshulme and South Gorton to feel less lonely and have improved well-being; feel more confident about making informed decisions; and feel better able to influence the services which affect them. It does this by developing a range of activities working closely with older people themselves.

The post is funded for 2 years. Further information is available from Ed Cox, Chair of the Inspire Board of Directors on 0796 197 9262, or email: ed.cox@lev-inspire.org.uk

For an application pack email: kate.williams@lev-inspire.org.uk or can be collected from the Inspire Centre, 747 Stockport Road, Levenshulme, Manchester M19 3AR.

Deadline: **6 October, 2017 - 16:00**

42ND STREET

Trauma Lead Practitioner

NJC Pts. 32-34 (SO2) £28,485-£30,153 Salary: 37.5 hours per week Location: Office base in Manchester and community locations across Greater Manchester

Playing a key role in the delivery and co-ordination of 42nd Street's trauma and resilience project, the post holder's role falls into two areas of work:

1. Working directly with a case load of young people aged 11-25 years, offering them evidence-based trauma therapy, aligned with NICE guidelines and standards of practice; supporting effective referral and screening processes, working collaboratively with internal service managers and the Resilience Hub set up in response to the MEN arena attack.
2. Co-ordinating the delivery of bespoke, culturally sensitive, community led, trauma and resilience training and support across Greater Manchester in partnership with trauma clinicians and community groups/services/organisation

For further information and to apply, contact 0161 228 7321, or email: theteam@42ndstreet.org.uk

Deadline: **9 October, 2017 (All day)**

DERBYSHIRE WILDLIFE TRUST

Fundraising Manager

Middleton by Wirksworth, Matlock, Derbyshire Salary £28,000 to £32,000 Full Time

Contract Type Permanent

We are looking for an experienced, dynamic, inventive and creative fundraiser to join our Business Development Team and drive forward exciting projects, plans and initiatives.

You will have a proven track record of fundraising from a wide variety of sources and securing £1 million plus bids, contracts and tenders.

A knowledge of corporate, individual and legacy giving and the motivation for giving is a must.

This is a full time roll. More details about the role and Derbyshire Wildlife Trust can be found on our website www.derbyshirewildlifetrust.org.uk/jobs

Completed application forms should be emailed to recruitment@derbyshirewt.co.uk by the closing date.

Closes **11 October 2017**

RICHMOND FELLOWSHIP

Partnerships Manager (north, midlands and south)

Flexible location/home based Salary Up to £40,000 pa Full Time Contract Type Permanent

Are you a natural born negotiator? Have you got a track record of building strong and successful partnerships in your business development role? Would you like to be part of an organisation that counts on the professionalism, insight, expertise and passion of its staff to inspire individual recovery for the people they work with? Then join us as a Partnerships Manager.

If this sounds like the role for you then please apply via CV and supporting statement in which you clearly set out how you meet the person specification.

For an informal chat about the job, please contact Mary Wishart, Group Director Business Development, on 07920 087611.

So, get inspired today. Visit our website and take the first steps towards a more fulfilling career.

Please quote ref: 17/352 when applying. Closing date: **15 October 2017**

LIFE STORY NETWORK

Communications and Fundraising Manager

35 hours per week Salary: £25,000 – £28,000 per annum dependent on experience

Location: Liverpool and Greater Manchester City Regions

This is a brand new, exciting role, if you are a passionate and proactive communications professional; able to communicate complex issues in an engaging and accessible manner then this could be the job for you.

A member of the Management Team, you will work closely with the Business Development Manager (England), Business Development Manager (Scotland), Chief Executive and Operations Manager.

Educated to degree level or equivalent, the ideal candidate will have significant experience in producing and managing high quality communications and developing a visible and meaningful organisational profile, alongside a proven track record in delivering a broad individual fundraising portfolio.

This post will be a three year contract. However there is the potential to extend dependent on achievements from this initial phase of tide – together in dementia every day national network.

For further information and to apply, visit: <http://tide.uk.net/life-story-network-are-hiring-a-communications-fundraising-manager/> Deadline: **15 October, 2017 (All day)**

HEALTHWATCH MANCHESTER

Administration Support Officer

(Fixed term, continuity subject to funding thereafter) Salary Scale £20,456 pa (pro rata for this part time role the salary will be £18,703, pension contribution provided at 6%)

Healthwatch Manchester is offering an exciting opportunity for someone to join our team.

We are looking for a suitable, enthusiastic candidate who can lead on the continuing development of administration systems and office functions for both Healthwatch Manchester and for Healthwatch in Greater Manchester.

For an application pack and details please contact Healthwatch Manchester on 0161 228 1344 or at info@healthwatchmanchester.co.uk We do not accept CVs.

Closing date: **5pm on Friday 20th October 2017**

GODDARDS

Employability Coach

Temporary to end March 2018 37.5 hours a week Up to £30,000 per annum pro rata Greater Manchester, Old Trafford

Do you have expert skills and experience in facilitating workshops and supporting individuals on a 1 to 1 basis?

Goddards is a cic based in Manchester. We help individuals with complex needs to improve their resilience and move closer to the labour market, through workshops and/or individual support.

We need a suitably experienced member of our small team to work with our Customers.

You should have

A good understanding of the obstacles faced by people who are long-term unemployed—ideally including individuals with long-term health conditions

Flexibility and confidence to contribute more generally to the work of a small “self-managed team”

Be comfortable providing telephone support

Experience of facilitating workshops (desirable)

You can find more information about us at www.goddardconsultants.com

Please send your CV and a covering letter to serenabradshaw@goddardconsultants.com or contact me for an informal discussion about the post on 07804 686089. Closes **23 October 2017**

DRIVEN: VOLUNTEERS TRANSPORT ORGANISER

BASED AT: Ashland House Ince

MAIN PURPOSE OF JOB; To co-ordinate the provision of transport for vulnerable people within the Borough of Wigan.

MAIN TASKS;

1. Co-ordinate requests for transport with volunteer driver availability, inputting details onto the booking system in a timely manner. This includes making decisions on new requests, updating the system on any cancellations and changes, making amendments as required, etc.
2. Make decisions in respect of client requests utilising geographical knowledge of the boroughs, time of journey and volunteer driver's home location in order to optimise efficiency and cost effectiveness.
3. Liaise with volunteer drivers as required to ensure they have sufficient information relating to their schedule of drives and updating them regularly on any amendments and changes to their schedule.
4. Respond to queries from new and existing clients and volunteer drivers, promoting the benefits of the Car Scheme where appropriate.
5. Review, sign and pay expense requests submitted by volunteer drivers, cross referencing with weekly drive sheets and ensuring all claims are accurate, are supported with receipts where appropriate, and are in line with Inland Revenue dispensation limits.
6. Support volunteer drivers with regular contact by meetings and social activities, providing updates on scheme changes, etc.
7. Contribute to the design and development of the booking and management platforms to reduce admin and promote a paper free environment where possible
8. Induct, engage and support volunteer admin workers and allocate appropriate tasks to them
9. Ensure all petty cash transactions are recorded with simple book-keeping accounts.
10. Prepare verbal and written reports as requested by the line manager and management committee. This may require attendance at a management committee meeting, from time to time.
11. Undertake and assist in additional duties not listed above, as directed by the Manager.

Applicants just need to email their CV and a covering letter to Ian Tomlinson iptomlinson@icloud.com