

## **JOB VACANCIES**

### **ONSIDE**

#### **Finance Assistant**

25-30 hours per week (can be worked flexibly) Salary: £20,000 - £22,000 pro rata (dependent on experience) Location: Bolton

OnSide is responsible for all aspects of getting a new Youth Zone off the ground and supporting it through its early years. This involves extensive work in the local community, even before the project goes live, to assess the feasibility, gain commitment from partners, involve young people, acquire capital funding and establish a Board. OnSide also manages the design and construction of the new Youth Zone, the recruitment and training of senior staff before opening, and the establishment of revenue funding streams through private and public sectors. OnSide is now seeking to strengthen a thriving and expanding team to enable it to meet its rapid growth plans, through the recruitment of a Finance Assistant.

The main purpose is to support the OnSide finance team in maintaining the accounts for Youth Zone projects and The OnSide Foundation, undertaking the day to day financial processes for these organisations.

The role is varied and interesting providing support to the Finance Manager in maintaining the accounts for our future Youth Zone Projects and The OnSide Foundation. This will involve working to fixed deadlines, managing payroll processes and monthly supplier payments for future Youth Zones, and supporting the preparation of monthly management accounts for several organisations.

For further information and to apply, email: [HR@onsideyouthzones.org](mailto:HR@onsideyouthzones.org) Deadline: **6 October, 2017 - 09:00**

### **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](mailto:ed.cox@lev-inspire.org.uk)

For an application pack email: [kate.williams@lev-inspire.org.uk](mailto: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**

### **UPRISING**

#### **Programme Coordinator**

Full time Salary: £18,700 per annum Location: Manchester

UpRising are looking for an inspiring and motivated individual looking to make a tangible difference in the lives of young people from diverse and underrepresented communities. This role is primarily to support the delivery of our Environmental Leadership and Fastlaners Programmes in Manchester.

Reporting to the Senior Programme Manager in Manchester, you will ensure that all Fastlaners and Leadership programmes are set up correctly and all participants are supported through their journey with UpRising. This is an exciting opportunity to work across two currently funded projects, 'Fastlaners' employability and the Environmental Leadership Programme.

The role offers the opportunity to be part of a dynamic, values-driven organisation working to achieve lasting social change.

Application is made by submitting a CV and personalised Cover Letter to: [jobs@uprising.org.uk](mailto:jobs@uprising.org.uk) quoting Programme Coordinator Manchester:

- CV should be tailored to demonstrate how you meet the competencies
  - Cover Letter should refer to two or four competencies where you are particularly strong. The Cover Letter should also detail why you are interested in the role, why you want to work for UpRising, and how your values match those of UpRising's. The Cover letter should be no more than 2 pages of A4
- Deadline: **8 October, 2017 (All day)**

#### **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](mailto:theteam@42ndstreet.org.uk)

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

#### **ADACTUS HOUSING ASSOCIATION LIMITED**

##### **Casual Supported Staff**

To provide quality service that reflects Adactus Housing Group's professional standard. You will need to ensure that targets and requirements set by Supporting People are met and maintained, participate in marketing the service, actively engender a positive environment of equality and diversity at all times and encourage resident involvement and consultation to improve the service we deliver. This role will cover both aspects of the support worker and supported night worker. You may be required to cover either of these roles, dependant on the shift you are asked to work.

The successful applicant for the post will be required to complete a Health Assessment form and may be required to undertake a medical examination.

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

Closing date for applications: **12 Noon, Monday 9 October 2017**

#### **MACC**

##### **Active Communities Manager**

35 hours per week Salary: £29,528 per annum Location: Manchester

This role demands exceptional interpersonal skills, diplomacy and the ability to communicate clearly and successfully at a variety of levels. Building collaborative and trusting relationships with a range of colleagues in all sectors will be key, as will knowledge and understanding of good practice and principles in Community Development and volunteering.

Definitely on our 'must-have' list:

Experience of delivering creative approaches to engaging individuals and organisations

Experience of project and performance management systems

Experience of monitoring and evaluation of activities

A good understanding of equalities legislation and solutions to overcome barriers to inclusion  
Our 'wish list' would also include a solid grasp on Greater Manchester's income generation landscape with the business development skills to use 'bigger picture' thinking and work creatively and effectively towards sustainability. Based in the heart of city centre Manchester, this role is funded until March 2019 with huge potential for extension subject to funding.

If you have the experience, skills and enthusiasm, then we have a really exciting, rewarding and challenging opportunity with a fantastic organisation right at the heart of Manchester's thriving third sector.

Apply today with a copy of your CV for lots more detail to: [amelia@charitypeople.co.uk](mailto:amelia@charitypeople.co.uk)

Please note, final deadline for this role is **Monday 9 October** for completed applications, but we would encourage you to get in touch ASAP if interested.

For more information, visit: <https://www.charityjob.co.uk/jobs/528780/active-communities-manager>

### **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](http://www.derbyshirewildlifetrust.org.uk/jobs)

Completed application forms should be emailed to [recruitment@derbyshirewt.co.uk](mailto:recruitment@derbyshirewt.co.uk) by the closing date.

Closes **11 October 2017**

### **BRIDGING TO CHANGE, SALFORD AND TRAFFORD, MANCHESTER**

#### **Domestic Violence Prevention Programme Facilitator**

16 hours per week on average (possibility of additional hours) Salary: £13.19 per hour (based on a full-time salary of £25,377) Location: Salford and Trafford, Greater Manchester

The purpose of the job is to undertake individual sessions and group-work with men who are participating in Bridging to Change Domestic Violence Prevention Programme (DVPP) across Salford and Trafford, to liaise with referring agencies, actively contribute to risk management procedures and team working.

For further information, contact Nicola Spiby Bridging to Change Programme Coordinator or Anna Callaghan Head of Domestic Abuse Services at TLC, Talk Listen Change via email on: [nicolaspiby@talklistenchange.org.uk](mailto:nicolaspiby@talklistenchange.org.uk) / [annacallaghan@talklistenchange.org.uk](mailto:annacallaghan@talklistenchange.org.uk)

This post is for a contract salaried until 31 March 2020 with the possibility of extension.

Deadline: **11 October, 2017 - 17:00**

### **AFRICAN AND CARIBBEAN MENTAL HEALTH SERVICES**

#### **Music Project (Positive Vibrations) Co-ordinator**

35 hours per weekly: Salary: £23,845 per annum Location: Manchester

The successful applicant will organise, plan and deliver appropriate services and activities within the Music Project for individuals experiencing mental health issues with the aim of improving their mental well-being. The post holder must have at least 2 years' experience of working with a wide range of vulnerable people within a multi-cultural and musical environment.

This vacancy is open to job share. (Arrangements to be discussed)

For further information and an application pack, contact Dawn Bryan on 0161 226-9562 or email: [admin@acmhs-blackmentalhealth.org.uk](mailto:admin@acmhs-blackmentalhealth.org.uk) Deadline: **11 October, 2017 - 12:00**

**IRWELL VALLEY****50Plus Services Coordinator**

Whitefield, Bury, Greater Manchester 12 month FTC Full time – 35 hours per week £15,370 - £20,331 per annum

The successful candidate will promote and maintain a positive, “can do” attitude in all aspects of the post. You will be customer focussed and able to apply a high level of service to all that you do. As you will be liaising with residents, their families and local voluntary and statutory agencies, you must have excellent communication skills along with the confidence in your own professional and decision making abilities. Calm, methodical and well organised, you will be capable of working to strict deadlines with minimal supervision and you will have the ability to motivate others but also with the ability to be assertive where necessary.

We are seeking a strong team player who has an understanding of professional boundaries and who ideally has experience of working with older people, within a supported housing environment.

Due to the occasional travel to other services, it is essential that you have a full driving licence with access to a car. Full details at

<https://www.networxrecruitment.com/Jobs/Advert/1030612?cid=1461&js=87&ad=545911>

Closing date: **Thursday 12th October at 5pm**

**THE PANKHURST TRUST (INCORPORATING MANCHESTER WOMEN’S AID)****Senior Play Worker**

20 hours per week Salary: £11,806 per annum Location: Manchester

The post holder will be responsible for the coordination and delivery of quality play sessions to children within our refuges who have lived in family environments where domestic abuse was present. The post holder will provide practical support to children and their mothers to support the transition period into and out of refuge.

This role is open to female applicants only and is exempt under the Equality Act 2010 pursuant to Schedule 9, Part 1.

The post is for a fixed term until 31 March 2018.

For an informal discussion about the role contact Debbie Mgijima: 0161 820 8411.

For further information and an application pack email: [info@manchesterwomensaid.org](mailto:info@manchesterwomensaid.org)

Deadline: **12 October, 2017 - 17:00**

**NORTH WEST AIR AMBULANCE****Fundraising Manager (12 months Maternity Cover)**

Knowsley, Merseyside Salary: £32,000 with 3% pension contribution

This is an amazing opportunity for someone with experience in managing fundraisers. You’ll have 8 direct reports and you’ll manage your team to drive the charity’s commitment to making their fundraising more pro-active. An experienced fundraiser (ideally from a Community, Events or Individual Giving background) you’ll be a supportive and inspiring manager, who can lead a multi-functional fundraising team and manage relationship with colleagues and suppliers.

In return you’ll get the chance to join one of the North West’s most dynamic and respected charities, work with some fantastic fundraisers and contribute to live-saving care - every day!

If this role excites you and you’d like to request a candidate information pack please download it from our website at: <http://www.charitycareersnorthwest.co.uk/job/fundraising-manager/>

**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)**

### **CARITAS DIOCESE OF SALFORD**

#### **Social Worker and Counsellor, Caritas Schools' Service**

Working 3, 4 or 5 days per week, term time only – 39 working weeks, 13 non-working weeks per year

Salary: SCP26-30 £20,085 - £23,024 actual salary (pro rata for part time) Location: Based across Greater Manchester

Due to expansion of the team, Caritas Diocese of Salford requires Social Workers and Counsellors to provide a high quality social work and counsellor service in schools across the Diocese of Salford. You will work directly with children and young people, their parents, carers and schools in order to further the child's welfare and provide the interventions necessary to enable them to use their learning opportunities to the full.

For one Social Worker post you must have at least two years' experience of working with children and young people with Autistic Spectrum Disorder (ASD), Asperger's and learning disabilities. You will have experience of working with children who display challenging behaviour and have experience in providing support to families with complex needs.

For all posts you will have experience of working with children and families and experience of direct work with children. All roles include supporting school staff with safeguarding.

You will also be flexible and have competent IT skills. Salary includes accrued annual leave.

Registration with the Health and Care Professions Council (HCPC) is essential. Due to the sensitive nature of the posts, offers will be subject to a satisfactory Enhanced Disclosure and Barring Service check.

The post holder must hold a full UK Driving Licence, with the use of a car insured for business purpose.

For further information and to apply, visit: [www.caritassalford.org.uk](http://www.caritassalford.org.uk), or contact Rebecca Anderson, on 0161 817 2264, or email: [recruitment@caritassalford.org.uk](mailto:recruitment@caritassalford.org.uk) Deadline: **16 October, 2017 - 10:00**

**MUSTARD TREE****Freedom Services Co-ordinator**

37.5 hours per week Salary: £19,048 per annum

An opportunity has arisen for a new role as Freedom services Co-ordinator to become an integral part of an enthusiastic Salford services team. The successful candidate will:

- provide structured support and case management for individuals on the Freedom project helping to motivate them towards greater opportunities for progression
- establish and maintain working relationships and pathways with local statutory agencies, charities and other 3rd sector organisations
- develop pathways through Mustard Tree into employment, education and training

After probation (6 months), the salary will be increased to £19,430. This is to reflect the move from trainee into Co-ordinator role.

To apply send your latest CV along with a covering letter of (no more than 2 pages) explaining how you meet the requirements specified in the job description and person specification, and why you would like to be considered for the role to: [ian.welch@mustardtree.org.uk](mailto:ian.welch@mustardtree.org.uk) or by post to: Mustard Tree, Unit 50, Hulton District Centre, Little Hulton, M28 OAU. Deadline: **16 October, 2017 (All day)**

**CARITAS DIOCESE OF SALFORD****Admin Officer**

37 hours per week Salary: SCP14-16 £16,781 - £17,419 per annum Location: Based at Hulme, Manchester  
The Admin Officer will be responsible for the day to day administration, accounting and clerical services. You will maintain up to date records and client files, including tenancy and rent information.

Additionally you will collate statistics and management information and compile quantitative and qualitative service data to report to our many partners.

Minimum of 5 GCSE passes at grade A-C (including Maths and English) or equivalent is essential for this post.

You must be able to communicate effectively with a wide range of people and organisations as well as having excellent IT skills, specifically Microsoft Office software.

Due to the sensitive nature of the post, an offer will be subject to a satisfactory Enhanced Disclosure and Barring Service check.

This post is for a 3 year fixed term contract.

For further information and to apply, contact Rebecca Anderson on 0161 817 2264 or email: [r.anderson@caritassalford.org.uk](mailto:r.anderson@caritassalford.org.uk) Deadline: **19 October, 2017 - 10:00**

**Housing Manager (Door Steps Project)**

37 hours per week Salary: SCP29-31 £25,951 - £27,668 per annum Location: Based across Manchester and Bury

The Housing Manager will ensure that the project is delivered to a consistently high standard and achieve good support outcomes for tenants in the accommodation move on process.

You will be responsible for the project beneficiaries, supervision of all Door Step staff and strategic oversight for homelessness, housing and accommodation work within Caritas.

A minimum NVQ5 (degree level) or equivalent and in-depth knowledge of the housing sector and regulatory standards, is essential for this post.

Due to the sensitive nature of the post, an offer will be subject to a satisfactory Enhanced Disclosure and Barring Service check.

The post holder must hold a full UK Driving Licence, with the use of a car insured for business purpose.

This post is for a 3 year fixed term contract.

For further information and to apply, contact Rebecca Anderson on 0161 817 2264 or email: [r.anderson@caritassalford.org.uk](mailto:r.anderson@caritassalford.org.uk) Deadline: **19 October, 2017 - 10:00**

**Housing Officer**

37 hours per week Salary: SCP20-22 £19,430 - £20,661 per annum Location: Based at Hulme, Manchester

The Housing Officer will provide overall management and security of Morning Star Hostel, including supervision of the staff and residents to ensure the day to day activities of the hostel are delivered to a consistently high standard, working alongside a day centre for homeless people.

You must fulfil the responsibilities and carry out duties, as a supported accommodation provider under licence with Manchester City Council.

Minimum NVQ4 or equivalent, including experience of working in a residential setting is essential for this post.

Whilst the post is primarily Monday to Friday, the hours must be flexible to ensure service needs are met. There will be occasional shift working which may include some unsocial hours, weekend working or sleep-in duties.

Due to the sensitive nature of the post, an offer will be subject to a satisfactory Enhanced Disclosure and Barring Service check.

This post is for a 3 year fixed term contract.

For further information and to apply, contact Rebecca Anderson on 0161 817 2264 or email: [r.anderson@caritassalford.org.uk](mailto:r.anderson@caritassalford.org.uk) Deadline: **19 October, 2017 - 10:00**

## **WAI YIN**

### **Volunteer Project Worker**

20 hours per week Salary: £9,660 per annum

Location: Welcome Centre, Brentfield Ave, Cheetham Hill, Manchester, M8 0TW

The Centre relies on many volunteers who are committed and enthusiastic members of the Welcome Centre Team. Wai Yin are looking for an enthusiastic and committed community worker who will assist the Centre Manager in recruiting (not a problem), training and mentoring volunteers. The post holder will also be expected to work in a wider range of roles.

For further information and to apply, email: [mark\\_greenwood@waiyin.org.uk](mailto:mark_greenwood@waiyin.org.uk)

Deadline: **19 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](mailto: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](http://www.goddardconsultants.com)

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

### **THE ODDFELLOWS FRIENDLY SOCIETY**

#### **Care and Welfare Administrator**

21 hours per week Salary: £21,000 - £23,000 pro rata, depending on experience (£12,970 - £14,205 actual)

Location: The Oddfellows, Oddfellows House, 184-186 Deansgate, Manchester, M3 3WB

Efficient and friendly administrator needed to oversee Volunteer Welfare Visitor scheme DBS checks, and support busy Care and Welfare Department.

You will be able to plan and organise your own work and have strong administration skills, including attention to detail. You will also have excellent interpersonal skills and enjoy working with a range of people in a varied setting. Experience of the DBS process, of supporting older or vulnerable people or of working with volunteers would be an advantage.

How to apply:

Send a CV to [carepost@oddfellows.co.uk](mailto:carepost@oddfellows.co.uk) with a covering letter of up to 300 words stating

- a) Why you are interested in the post of Care and Welfare Administrator (DBS) with the Oddfellows
- b) How your skills, abilities and experience match the requirements of the post.

Please note we will only consider CVs that are accompanied by a covering letter.

For information about the Oddfellows, visit: [www.oddfellows.co.uk](http://www.oddfellows.co.uk) Deadline: **23 October, 2017 (All day)**

### **MY LIFE**

#### **Support Workers**

Due to the expansion of My Life charity, we are looking to recruit an amazing group of people as support workers to work with individuals across health, care and education, either at our sites in Standish and Leigh, or out in the community.

The posts available offer full training, are salaried, have guaranteed hours, will support your continual professional development and will match you into a job that uses your skills, gifts and talents.

If you have a big heart, come along to our introductory session on Tuesday, 24 October 2017 at 6.30pm to 7.30pm at My Life, Thompson House Equestrian Centre, Pepper Lane, Standish, Wigan, WN6 0PP. We will explain about the recruitment process which offers free training and coaching into a job that you will love.

If we think you have what it takes, you will need to attend a three-day training course on 11th, 18th and 25th November 2017 at Thompson House Equestrian Centre from 10am to 4pm. Book your place on the introductory session now, as places are subject to availability!

Phone 01257 472900 or email [info@my-life.org.uk](mailto:info@my-life.org.uk) to book.

### **THE VEGETARIAN SOCIETY**

#### **Data and Insight Officer**

Altrincham, Greater Manchester Salary Up to £24,000, plus 33 days annual leave incl public holidays

Full Time Contract Type Permanent



If you are a vegetarian looking to use your love of data and great people skills to inspire and support people to embrace and maintain a vegetarian lifestyle, this role is for you.

As Data and Insight Officer, you will coordinate data systems and support colleagues in demonstrating the impact of Vegetarian Society work to support relationship development and increase fundraising income.

Using your strong influencing skills, you will advise on data management systems across the organisation, and support staff in establishing evaluation and monitoring processes to enable the charity to capture and report impacts.

Above all, you will embrace the vegetarian lifestyle and values of the Vegetarian Society and have a real passion for helping others to do the same.

This role is being recruited on behalf of the Vegetarian Society by BTA's sister company, Charity Careers North West. If the chance to work for this fantastic, ethical employer appeals to you, get in touch with the Charity Careers North West team today. Closes **26 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](mailto:iptomlinson@icloud.com)