

**JOB VACANCIES****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/>

**ADACTUS HOUSING GROUP LIMITED****Supported Housing Team Leader**

Wigan Supported Housing Projects £22,519 - £26,346 per annum. Salary Scale 22-27.

An average of 35 hours per week working a mixture of early and late shifts between the hours of 7.00am and 11.00pm Monday-Sunday Permanent subject to probationary period

To lead, manage and support the staff team in ensuring the delivery of a quality support and housing management service is delivered to the residents of our Supported Housing Projects in line with the Quality Assessment Framework.

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, Friday 13 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)**

### **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)**

### **THE BIG LOTTERY FUND**

#### **User Research Manager**

Flexible in either; London, Birmingham, Manchester, Newcastle, Leeds or Exeter (with travel around England) Salary £33,750 - £36,250 Full Time Contract Type Permanent

Are you an experienced user research manager who is excited about how funders can support charities better?

Could you help make sure decisions on how national lottery funding is designed are based on excellent user insight?

Do you see potential before problems, and opportunities alongside challenges?

Are you passionate about your community? So are we.

Come and join us in this key role and enable people to do great things.

For an informal conversation about this opportunity, please contact Ruth Davis, Head of Continuous Improvement, at [ruth.davis@biglotteryfund.org.uk](mailto:ruth.davis@biglotteryfund.org.uk)

To apply online and further details about the role, our application process, the Fund's work, and our range of excellent benefits, please visit our website <https://www.biglotteryfund.org.uk/jobs>

Closing date: **16th October 2017**

**GREATER MANCHESTER COMMUNITY CHAPLAINCY****Development Worker**

20 hours per week Salary: £10.25 per hour Location: GMCC, Methodist Central Hall, Oldham Street, Manchester

The Development Worker will lead and manage the development of the Mentoring and Befriending, Prison Link and IAG service across the organisation. The post holder will work with external partners and linked providers and be responsible for all aspects of the development of services, in line with contract and funder requirements, achieving high quality and positive outcomes for service users.

The post holder will provide training to ex-offenders which will enable them to extend our current mentoring and befriending, Prison Link and IAG services to additional prisons in Greater Manchester. This will provide support to prisoners and ex-offenders with the aim of reducing the risk of re-offending.

The principal purpose of the job is to develop a team of volunteers to deliver high standards of Mentoring and Befriending, Prison Linkwork and IAG services to ex-offenders anticipating on release from prison, offenders transitioning into the community and ex-offenders in the community.

This post is for a fixed term temporary contract for 12 months.

To apply email an expression of interest to include a CV and covering letter to: [manager@gmcconline.org](mailto:manager@gmcconline.org)

Deadline: **16 October, 2017 (All day)**

**BHA****Corporate Administrator**

35 hours per week Salary: NJC Scale 5 (£20,661 to £22,658 per annum) Location: Democracy House, 609 Stretford Road, Old Trafford, Manchester

This is a great job for those who like to dabble in a variety of tasks and can multi-task with ease as you will be required to provide expert, high quality administrative services to the Chief Executive, HR Manager, Finance Manager, IT Manager, and provide some project support. You will be responsible for providing an effective reception and administrative support. You will carry out data input, word processing and photocopying, handle general correspondence, respond and deal with telephone enquiries.

The responsibility of this role will include managing the Chair/Board office function to ensure it is operating to the highest standards of service and governance.

You will need office and IT skills as well as the ability to deal sympathetically with the public. Communication, organisation and administrative skills are vital. Also you must be able to work as part of a team and be an effective problem-solver.

If you would like to discuss this role, contact Sophia Mulliss at BHA Manchester on 0161 874 2153.

For further information and to request an application pack, visit: [www.thebha.org.uk/current-vacancies](http://www.thebha.org.uk/current-vacancies), or contact 0161 874 2150, or email: [recruitment@thebha.org.uk](mailto:recruitment@thebha.org.uk) Deadline: **17 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**

### **NATIONAL LOTTERY**

#### **Head of Regional Funding North West,**

£42,000 - £49,000 plus generous benefits Type of employment Permanent Full Time

Hours per week 37 hours per week Location Manchester

We're looking for someone who is passionate about making a difference through our funding, with a deep understanding of the communities we serve. You will have significant experience of implementing new products using a user led service design approach. You will also have experience of building and leading teams and driving a high performance culture through your ability to coach, inspire, and empower people. You will have demonstrable evidence of implementing new products so that they realise an ambitious vision, and of making improvements to products post-launch in line with feedback and insights from customers and frontline staff. Your ability to build and maintain excellent relationships with a range of senior level internal and external stakeholders will be second to none, and you will be a confident communicator, comfortable in all environments.

In return, you'll receive access to a wide range of generous benefits including company pension scheme, generous holidays, flexible working, childcare vouchers, season ticket and cycle to work loans.

Full details

[https://atsv7.wcn.co.uk/search\\_engine/jobs.cgi?SID=amNvZGU9MTY4NDIwOCZ2dF90ZW1wbGF0ZT0xNDA2Jm93bmVyPTUwMzE3ODMmb3duZXJ0eXBIPWZhaXImYnJhbmRfaWQ9MA](https://atsv7.wcn.co.uk/search_engine/jobs.cgi?SID=amNvZGU9MTY4NDIwOCZ2dF90ZW1wbGF0ZT0xNDA2Jm93bmVyPTUwMzE3ODMmb3duZXJ0eXBIPWZhaXImYnJhbmRfaWQ9MA)

Closing date **(11:59pm) 20 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)**

### **42ND STREET**

#### **Make Our Rights Reality (MORR) Regional Project Lead**

37.5 hours per week Salary: Pay scale NJC Pt. 26 -31 (£23,398 - £27,668) (pro rata) Location: Office base in Manchester and community based work in localities across Greater Manchester and Greater Merseyside, with some regional and national travel

This is an exciting opportunity to lead on the co-ordination, development and delivery of the MORR project across Greater Manchester and Greater Merseyside.

The MORR NW Hub fosters opportunities for young people (aged 15-24) to develop the knowledge, skills and attitudes needed to engage in civic society as informed and responsible citizens; supporting them to become forces for change by giving them a voice to shape a society in which the law is seen by them and others as a tool for tackling everyday problems.

This post is for a fixed term contract ending January 2020, subject to funding.

If you wish to discuss the role, contact Karina Nyananyo on 0161 228 7321.

- Please send a 90p sae to 42nd Street, The Space, 87-91 Great Ancoats Street, Manchester, M4 5AG.
- Or, email: [theteam@42ndstreet.org.uk](mailto:theteam@42ndstreet.org.uk) putting 'recruitment' in the subject box, stating the job for which you wish to apply
- Or, download the application pack from: <http://42ndstreet.org.uk/about-us/work-with-us/>

Deadline: **23 October, 2017 - 10:00**

### **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)

### **HEALTHWATCH WIGAN AND LEIGH & HEALTHWATCH BOLTON**

#### **Information, Advice, Guidance Manager**

28 hours a week Salary range NJC Scale PT 31-33 £27688 - £29322 depending on experience

#### **Senior Information, Advice, Guidance Officer ( Wigan & Leigh Office)**

35 hours a week Salary range NJC PT 28-30 £24964 - £26822 depending on experience

We are looking for two Information, Advice, Guidance professionals to help us take our health and social care advice service to the next level

Job Description and Application Form is available on [www.healthwatchbolton.co.uk](http://www.healthwatchbolton.co.uk)

[www.healthwatchwiganandleigh.co.uk](http://www.healthwatchwiganandleigh.co.uk) Deadline **Monday 30<sup>th</sup> October 6p.m**

### **MARINE SOCIETY AND SEA CADETS (MSSC)**

#### **Volunteer and Business Support Manager**

Merseyside: Salary £35,000 gross per annum Full Time Contract Type Permanent

This is a multi-faceted and challenging role which will also require the incumbent to take the lead in our North West Area in project planning and delivery, including monitoring and evaluation, risk management and working to targets and budgets.

The successful candidate is likely to have experience from a similar management position within the third sector, or will have commercial experience which is directly transferable to this role.

Regardless of background, the individual will need to be able to demonstrate the ability to work effectively with volunteers and will preferably have experience or knowledge of the youth or community sector. Candidates will also need strong interpersonal and project management skills and the ability to deal with a wide range of stakeholders. A flexible approach to work and working patterns is also a must.

A full Job Description and Person Specification can be found on our website at

<http://www.ms-sc.org/vacancies> To arrange an informal discussion about the role, please contact John Parker-Jones, Director of Volunteer & Business Support on t: 020 7654 7027 or [jparker-jones@ms-sc.org](mailto:jparker-jones@ms-sc.org)

Applications should consist of a completed application form, and the completed equal opportunities monitoring form, both available from the website. Please feel free to submit your CV in support of your application.

Please email applications to [recruitment@ms-sc.org](mailto:recruitment@ms-sc.org)

Alternatively, please print out and post your completed application form to

Zivile Tervydyte, The Marine Society and Sea Cadets, 202 Lambeth Road, London SE1 7JW.

Closing date for applications: **Midday Monday 30 October**