

## **JOB VACANCIES**

### **CARITAS DIOCESE OF SALFORD**

#### **Social Worker (Caritas Schools' Service)**

Term Time only – 39 working weeks, 13 non working weeks per year, Working 3, 4 or 5 days per week

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, we require Social Workers to provide a high quality social work 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 the position 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: **14 December, 2017 - 10:00**

### **LGBT FOUNDATION**

#### **Executive Assistant to the Chief Executive**

37 hours per week, some flexibility expected, permanent Salary: £23,122 per annum

Location: Manchester

LGBT Foundation are excited to offer a new permanent role working closely with the Chief Executive, Senior Management Team and Board of Trustees.

The Executive Assistant role is an exciting opportunity to work with a range of external and internal stakeholders, develop strategy and support governance activities across the charity.

The LGBT Foundation are looking for an organised individual who is passionate about making a difference through effective planning and management of business at LGBT Foundation. This is a varied role, with considerable room for growth and development in a fast paced environment.

As Executive Assistant to the Chief Executive you will be a vital member of the business support team. LGBT Foundation will rely on you to provide support to senior managers in a fast paced environment, offer advice to colleagues on the strategic direction of the charity and to plan and organise a range of business activities.

You will need to:

- Enable meaningful and long term strategic development of LGBT Foundation by providing support to the Chief Executive and Senior Management Team.
- Facilitate excellent governance of LGBT Foundation by providing administrative support to the Board of Trustees and sub-committees of LGBT Foundation.
- Enhance and maintain systems that ensure timely and organised business delivery.
- Support various areas of the charity to deliver on strategic objectives
- Develop professional relationships with internal and external stakeholders

For further information and to apply, visit: <http://lgbt.foundation/jobs>

or email: [recruitment@lgbt.foundation](mailto:recruitment@lgbt.foundation) Deadline: **14 December, 2017 - 12:00**

**TRINITY HOSPICE****Community & Corporate Fundraiser**

Location: Blackpool Salary: £21,000-£25,000

If you are a talented individual with proven fundraising, sales or customer service experience and creative flair, we would love to hear from you about this exciting opportunity to work with Trinity Hospice in Blackpool.

They are looking for a Corporate Fundraiser to join their Community and Corporate Fundraising team to help manage and develop their fundraising programme, which currently delivers an annual income of £750,000.

As a Community and Corporate Fundraiser you will be responsible for building and growing relationships with local community groups, Friends groups and third party supporter groups. You will support a range of different events and fundraising initiatives. Working closely with local schools, you will help to raise awareness of the cause and deliver a schools' fundraising programme.

As an ambassador for both Trinity Hospice and Brian House Children's Hospice you will attend cheque presentations, give talks to a range of audiences and deliver assemblies to develop fundraising activities in the local community. You will play a vital role within their wider Fundraising Team - who in total raise over £3.8 million a year to support the services provided by the hospice.

In addition to experience in fundraising, sales or customer services – ideally but not necessarily in a charity environment - you will have strong communication and presentation skills, and be an excellent planner and organiser with creative flair.

Above all you will share the team's commitment to enabling the very best possible palliative care for the adults, children and families of the Blackpool area.

How to Apply Email us today at [recruitment@charitycareersnorthwest.com](mailto:recruitment@charitycareersnorthwest.com)

or give us a call on 0151 709 3214. Closing date: **9am Friday 15th December 2017**

**TOGETHER DEMENTIA SUPPORT****Dementia Support Manager**

35 hours per week Salary: £23,000 per annum Location: Office base at Kath Locke Centre, 123 Moss Lane East, M15 5DD and some travel within Manchester

Together Dementia Support CIC is looking for someone who is passionate about improving support and quality of life for people living with dementia and who also has the skills to help us grow our small, local organisation.

Together Dementia Support CIC is looking for someone with experience of working with older people, including those with dementia. The candidate must also have experience of service planning and management and be able to: recruit and manage volunteers; assist in bid writing, risk management, data collection and contract compliance; and be able to plan and deliver high quality support and activity groups for people with dementia and carers.

The Dementia Support Manager will work alongside the managing director, sharing tasks and responsibilities.

This could be a very rewarding job for someone who wants to make a difference to people and to Manchester's dementia provision.

This post is for a temporary 12 month contract (but may become permanent).

For further information and to apply, visit: [www.togetherdementiasupport.org](http://www.togetherdementiasupport.org)

or email: [admin@togetherdementiasupport.org](mailto:admin@togetherdementiasupport.org) Deadline: **20th December, 2017 - 12:00**

**PRESTON CARE AND REPAIR****Chief Executive Officer**

Leyland, Lancashire Salary £41,025-£43,821 per annum Full Time Contract Type Permanent 37 hours per week. Some evening and/or weekend work may be expected. No overtime payments are made, but time off in lieu is taken.

The Chief Executive Officer role is a demanding one based on full responsibility for Preston Care and Repair's operations in several geographic areas. Applicants must be able to demonstrate the following criteria:

For an informal chat about the role, you can speak with the Chair of the Management Committee Malcolm McCulloch on 01772 774276

Applications to be returned via post only, marked PRIVATE & CONFIDENTIAL,

Mr M. McCulloch, Chair of the Management Committee, C/O Preston Care & Repair, Suite 4 Hamilton House, Leyland Business Park, Centurion Way, Leyland, PR25 3GR

CVs will not be accepted – applications must be on PC&R's application form. Closes **24 December 2017**

## **MANCHESTER CARERS CENTRE**

### **Carers Project Worker**

28 hours per week. (Flexible hours, normally Mon-Thu with occasional evening or weekend events)

Salary: SCP19, £18,473 per annum, pro rata Location: City of Manchester

Manchester Carers Centre are currently developing a Young Adult Carers Project, bespoke learning programme for Carers and Short Breaks Service. Manchester Carers Centre seeks an imaginative and diligent project worker who can achieve real results in a set timeframe.

Manchester Carers Centre is looking for an organised individual who is able to:

- Support and deliver an exciting and diverse portfolio of projects for Carers
- Identify suitable Carers to benefit from Manchester Carers Centre projects
- Market to attract new Carers, making good use of social media strategies
- Engage with a wide range of professionals in order to raise the profile of our services
- Plan, develop, and deliver projects within guidelines from start to finish both independently and as part of a committed team
- Record, evaluate and report on project targets and outcomes, producing high quality reports and keeping clear and efficient records

Carers are very welcome to apply.

For further information and to apply, visit: [www.manchestercarers.org.uk/about-us/vacancies/](http://www.manchestercarers.org.uk/about-us/vacancies/) or [www.charityjob.co.uk/jobs/manchester-carers-centre/carers-project-worker/541145?tsId=8](http://www.charityjob.co.uk/jobs/manchester-carers-centre/carers-project-worker/541145?tsId=8)

Deadline: **3 January, 2018 - 12:00**

### **Senior Carers Information and Advice Officer**

28 hours per week (Normally Mon-Thu with some flexibility)

Salary: SCP22, £20,138 per annum, pro rata Location: City of Manchester

Manchester Carers Centre's telephone helpline is a very popular and high demand service for Carers in our City. Manchester Carers Centre deals with a range of enquiries from simple queries to complex casework, supporting Carers with a range of needs. This is a fantastic opportunity for a talented information and advice officer to enable Carers, support and strengthen them, and improve their quality of life.

Principal role working on the Manchester Carers Centre Telephone Helpline

Experienced professional able to deliver high quality information, advice, and emotional support services to unwaged Carers via telephone and face-to-face, online and offline

Passionate about achieving results and outcomes for individuals in need

Able to work flexibly as part of a committed team

Someone methodical who can prioritise competing demands and a busy workload

Great drive, excellent communication and presentation skills and able to work in a highly organised and systematic manner

Someone with high standards and a 'can-do' approach who uses their initiative to work with minimal supervision

Carers are very welcome to apply.

For further information and to apply, visit: [www.manchestercarers.org.uk/about-us/vacancies/](http://www.manchestercarers.org.uk/about-us/vacancies/) or [www.charityjob.co.uk/jobs/manchester-carers-centre/senior-carers-information-and-advice-worker/541148?tsId=8](http://www.charityjob.co.uk/jobs/manchester-carers-centre/senior-carers-information-and-advice-worker/541148?tsId=8) Deadline: **3rd January, 2018 - 12:00**

## **YORKSHIRE DALES MILLENNIUM TRUST**

### **Development Manager**

Clapham, Yorkshire Dales Salary £34,688-£41,480 Full Time Contract Type Contract

This senior manager role will take a lead in helping to do that, setting the strategic direction for YDMT and developing new projects and programmes to meet the changing charitable needs of this special area and its communities.

At the same time you will be expected to take on people management in one or more areas of our work, and as part of our four-person management team be jointly responsible for all aspects of the Charity – fundraising, delivery and governance. In a small organisation no-one just manages either; you will be drawn into helping with direct delivery of our charitable work.

Your background could therefore be one of several, within or outside the Charity sector. Demonstrable experience of successful development and/or fundraising along with people leadership and management is looked for. More important is your ability to work within our culture – which means being passionate, flexible, self-motivated and entrepreneurial.

Further details are available from our website. Closing date: **Friday 5th January 2018**

## **REFUGEE ACTION**

### **Freelance Interpreters**

Freelance Salary: £22 for one hour for face-to-face interpreting and £9 for 30 minutes of telephone interpreting Location: These opportunities are based across the UK

Refugee Action is currently recruiting for interpreters so if you are fluent in one of the languages listed below and English and would like to play an important role in assisting the work that they do, this job could be for you.

Self-Employed Telephone and Face to Face Interpreting Opportunities:

- Kurdish (all dialects)
- Turkish
- Arabic
- Farsi
- Albanian (Female interpreters)
- Amharic (Female interpreters)
- Swahili (Female interpreters)
- Vietnamese
- Korean
- Tigrinya
- Oromo
- Kinyarwanda
- Somali
- Anuak
- Dinka
- Moro

For this role you will need good listening skills and a clear speaking voice. You will also need to be able to concentrate and think quickly. You do not need to hold a qualification in interpreting but will be invited for an oral language test to assess your suitability for the role.

You would be working on a self-employed basis.

Services:

- To interpret impartially and not to advise or direct the client on what they should do

- To act as an accurate and sympathetic channel of communication between the advice worker and the client
- To be available to interpret face to face or over the telephone
- To carry out your interpreting duties in a way that agrees with the aims, values and policies of the charity, especially the interpreting policy and guidelines and the policies on confidentiality and equal opportunities

#### Essential experience and abilities:

- An understanding of the role of an interpreter in an independent advice service
- Fluency in English and specialist language
- An awareness and understanding of the refugee situation in the UK and a commitment to the needs and hopes of refugees and asylum seekers
- An ability to interpret in an impartial manner
- An ability to work with clients in distress
- An understanding of and a commitment to equal opportunities and confidentiality
- Reliability and punctuality
- Effective communication and listening skills

#### Desirable experience and abilities:

- An ability to write your specialist language to a good standard
- Experience of interpreting in a similar setting (either paid or voluntary)
- A recognised interpreting qualification

For further information and to apply, visit: [www.refugee-action.org.uk/job/freelance-interpreters-required/](http://www.refugee-action.org.uk/job/freelance-interpreters-required/), or email: [dominicr@refugee-action.org.uk](mailto:dominicr@refugee-action.org.uk) Deadline: **8 January, 2018 - 10:00**

### **MANCHESTER CRAFT & DESIGN CENTRE**

#### **Marketing and Digital Manager**

28 hours per week, 4 days per week Salary: £21,500 pro rata Location: Manchester

Manchester Craft & Design (MCAD) is a registered charity responsible for managing Manchester Craft & Design Centre (MCDC). MCAD provides studio / retail spaces for c.35 creative businesses, and wider development opportunities for artists and makers at various career stages. The high-quality exhibitions and events programme promotes regional, national and international craft and design. MCDC is the only urban studio in the UK that is open to the public all year-round where visitors can be inspired by established designer-makers and stars of the future, explore exhibitions by leading artists, learn new skills at hands-on workshops and relax in their café.

MCAD is about to embark on its next stage of development, and has secured funding through Arts Council England's National Portfolio for 2018-22.

The Marketing and Digital Manager will have full responsibility to lead on marketing, audience development and communications for the Centre. This is a key role, and offers an opportunity to plan and implement campaigns aimed at growing MCAD's customer base and profile as a unique arts and retail venue in the city. Delivering projects to diversify our audiences, and develop new and existing income streams, are also important elements of the post.

We are looking for candidates with significant experience of arts and / or retail marketing, excellent communication and project management skills, and a resourceful and entrepreneurial approach.

This post is for a Fixed Term Contract until 31 March 2022.

For further information and to apply, visit: [www.craftanddesign.com/job-vacancy-marketing-digital/](http://www.craftanddesign.com/job-vacancy-marketing-digital/)

or contact 0161 832 4274. Deadline: **8th January, 2018 - 10:00**

### **EDEN BROWN – CHARITIES**

#### **Grants Assistant**

Manchester Salary £23000.00 - £25000.00 per annum Full Time Contract Type Permanent

As Grants Assistant you will be responsible for ensuring that processes are developed and run smoothly and that due diligence is carried out to an adequate standard. The role will also involve liaising with potential donors, supporting them with their application where appropriate.

To be considered for this role you must be proficient in the use of Microsoft Office, Project Management Systems (where possible) and on and off-line databases. A confident communicator, you should be comfortable working to deadlines in an often fast paced environment. Experience working for a charity or grant giving organisation is advantageous but knowledge and interest in the third sector a must!

This is a fantastic opportunity to play an integral role supporting the distribution of funds to some truly wonderful causes across the region. The close date for this role is **11th January** but early application is advised. To register your interest, or find out more, please contact Charlie Crew on 0161 2331600 / [c.crew@edenbrown.com](mailto:c.crew@edenbrown.com)

### **ADMINISTRATION SUPPORT/CUSTOMER SERVICE APPRENTICE AT GREATER MANCHESTER POLICE**

Apprentices perform a vital role within Greater Manchester Police (GMP), providing excellent customer service and administrative support to members of the public, GMP colleagues and partners.

The vacancies are across a number of departments and GMP sites in Greater Manchester. Successful applicants will work alongside police officers and staff in a range of specialist policing support teams

All of the positions will involve significant use of IT and excellent communication skills - face to face, over the phone and in writing.

As an Apprentice you will spend a minimum of 12 months learning the role. You will be working from day one but will also be receiving training from internal colleagues and our external training partner, Damar Training. Your performance will also be assessed throughout the year to ensure you are meeting both GMP required standards and the national standards of the apprenticeship.

Wherever you are based you will need to be able to work to high standards under pressure whilst treating people with respect and compassion. As you would expect, the highest standard of honesty and integrity is a requirement for this role.

Although you are not expected to be able to carry out all aspects of the role initially, you will need to be able to show an awareness of how to work with others, both as customers and as part of a team. You will also need to describe, in your application, why you feel you are suited to working for GMP as an apprentice.

For further information, visit: [www.findapprenticeship.service.gov.uk/apprenticeship/-187621](http://www.findapprenticeship.service.gov.uk/apprenticeship/-187621)