

## **JOB VACANCIES**

### **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)

### **RNIB**

#### **Area Fundraising Manager (North West)**

North West, can be based in either Liverpool, Manchester or Preston

Salary £24,860 pa

Full Time

Contract Type Permanent

As an Area Fundraising Manager you will be proactive in the contribution to the development of Volunteer Fundraising and be able to achieve and sustain a budgeted income by creating a vibrant and effective network of volunteers.

With experience of fundraising at a community level and "making the ask" for support you'll be able to recruit a team of Volunteer Fundraisers to achieve your goals.

You'll be a strong team leader, able to speak to a wide variety of people to ensure results are delivered and targets met. Able to use your initiative and be able to identify opportunities within your area you'll be able to maximise success and deliver results.

You will also be experienced in motivating people to get involved and quickly building a rapport and establishing professional relationships with others, such as supporting companies and individuals

Full details at <http://www.rnib.org.uk/area-fundraising-manager-north-west-ref-9189-1>

Closing date: **23:59 on Sunday 14th January 2018.**

### **WATER ADVENTURE CENTRE**

#### **Youth and Play Worker**

37 Hours £23,679 to £26,194 (JNC points 13 to 16)

The Water Adventure Centre uses a unique blend of youth work, kayaking and water play. We enable those who have least in our Greater Manchester communities, especially children and young people, to gain confidence, self-esteem and skills to improve their lives.

We are seeking to appoint an experienced and qualified Youth and Play worker to join our small team. They will be required to co-ordinate our Girls and Young Women's provision, take part in the delivery of WAC's group kayaking and youth and play sessions and assist in the monitoring and evaluation of all projects.

The post-holder will obtain the British Canoeing Paddle sport Instructor qualification (or already hold) within six months and be enthusiastic about the use of water as a medium for youth and play work.

The post is based in Droylsden, Tameside but will require regular travel to other locations across Greater Manchester.

Committed to equality and valuing strength in diversity. This post is open to female applicants only as being female is deemed to be a genuine occupational requirement under Schedule 9, Paragraph 1 of the Equality Act 2010. This post is subject to an enhanced Disclosure and Barring Service check.

<https://www.cypnowjobs.co.uk/job/317396/youth-and-play-worker/>

Closing date: **12noon on 15/01/18**

### **ADACTUS HOUSING GROUP LIMITED**

#### **Support Assistant**

Hibiscus Court, Whalley Range

£9.21 per hour 9.30am – 12.30pm Monday to Friday

15 hours per week

Permanent subject to probationary period

To provide a quality service that reflects Adactus Housing Association's professional standards. To work in accordance with the standards set by Supporting People and the centre for Sheltered Housing Studies Code of Practice.

To build positive links with the wider community for the benefit of the residents and ensure the scheme is a useful resource to the local community.

To actively engender a positive environment of equality and diversity at all times.

To encourage resident involvement and consultation to improve the service we deliver.

To acknowledge, respect and promote individual rights, independence and personal dignity of the residents.

To promote the maintenance of an environment that ensures residents are provided with the support that maximises their lifestyle physically, emotionally, spiritually and psychologically.

Applications to HR Department Adactus Housing Group Limited Turner House, 56 King Street LEIGH, Lancs, WN7 4LJ Closing date for applications: **12 Noon, Monday 15th January 2018**

### **THE ANDERTON CENTRE & LANCASHIRE OUTDOOR ACTIVITIES INITIATIVE**

#### **Chief Executive**

£35,000 - £45,000 (plus benefits) Chorley a fixed term contract of 2 years.

The Chief Executive will be an inspiring, competent and collaborative manager with a track record of successful leadership, ideally but not necessarily in the charity sector and with significant management experience in an outdoor education environment.

Comfortable with managing change in a dynamic environment, you will need to have first class communication skills with the ability and enthusiasm to take others with you, whilst acting as an important ambassador for the organisation at all times.

You will also need experience of fundraising activity and the role will suit someone highly motivated, able to adapt quickly and thrive under pressure.

Full details <http://www.andertoncentre.co.uk/appointment-chief-executive-initial-2-year-fixed-term/>

Closes **18th January 2018**

### **GINGERBREAD**

#### **Project Officer**

Manchester, Greater Manchester Salary £25,224 per annum Full Time Contract

This is an exciting opportunity for self-motivated and enthusiastic individuals to make a real difference to the lives of single parents. We are looking for individuals who are committed to partnership and team working, can demonstrate flair, imagination and the ability to hit the ground running.

You'll be expected to bring your own expertise to the role, and should be experienced in networking and collaboration, as you will identify and utilise available resources and specialist knowledge in order to maximise the range of opportunities for the single parents engaged on the project.

As this is a true partnership project, all staff will be expected to spend time in both the Gingerbread and Banana Enterprise offices in Manchester, Salford and out in the field

For further information and to apply, please download an application pack from our website.

Closing date: 5.00pm on **Monday, 22nd January 2018**.

### **THE CO-OPERATIVE GROUP**

#### **Communications Manager (Co-op Foundation)**

Manchester City Centre Salary Up to £46,000 + excellent benefits

Now we're looking for a talented communications manager to engage with a wide range of partners, and deliver a comms strategy that'll help us achieve our charitable goals. If you can bring us great people skills combined with real creativity, we can offer you the chance to develop your skills and build a career with a business that puts people at the heart of its strategy.

As our communications manager you'll engage with partners across a range of channels, and work with them to help further our charitable aims. We'll look to you to leverage the reach of the Co-op brand by building strong relationships with relevant business functions to weave Foundation messages into Co-op comms. You'll also work with grant-holders to develop their communications capacity and share all kinds of original, engaging content.

[https://cooperative.taleo.net/careersection/external/jobdetail.ftl?job=170005SH&lang=en#.Wk5XT2swFlo\\_mailto](https://cooperative.taleo.net/careersection/external/jobdetail.ftl?job=170005SH&lang=en#.Wk5XT2swFlo_mailto)    **Closes 02 February 2018**

### **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)