

JOB VACANCIES

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**

LGBT FOUNDATION

Pride in Practice Sessional Worker

Hours: 38 days to be undertaken before 31 March 2018 Salary: £76 per day Location: Manchester

Pride in Practice is a quality assurance and support programme that strengthens and develops primary care services' relationships with their lesbian, gay, bi and trans (LGBT) patients within their local community through training and accreditation. The post-holder will write informative and engaging copy and training materials for health professionals, working as part of an enthusiastic and dedicated team working with GP practices, pharmacies, dental practices and optical practices in Greater Manchester to improve access to primary care for LGBT people.

Your responsibilities will include:

Write informative and engaging copy

Develop online training tools for health professionals

Enable Pride in Practice to build and maintain positive and meaningful relationships with primary care services and wider stakeholders

Support the smooth running of Pride in Practice activities and events by undertaking the necessary administration

Display a professional service approach to internal and external customers

Provide administrative support for Pride in Practice

A willingness to work outside of normal office hours, as and when required by the organisation

All staff are expected to maintain a flexible approach to their roles and respond to LGBT Foundation's changing needs. The responsibilities of this post may be changed subject to review, over a period of time.

This will be done in consultation with the post holder.

If you would like an informal chat about this post, contact Laurence Webb on 0345 330 3030.

Interviews will be held on Wednesday 24 January 2018.

For further information and to apply, visit: www.lgbt.foundation/jobs

or email: recruitment@lgbt.foundation Deadline: **18 January, 2018 - 12:00**

Assistant Director - Income (Maternity Cover)

37 hours per week Salary: £35,525 per annum (+10% pension) Location: Manchester

If you're a skilled income generator with a keen eye for financial detail and a passion to make a difference, you might be just what the LGBT Foundation are looking for to join our dynamic team.

LGBT Foundation is a vibrant charity with a wide portfolio of well-established services and rapidly developing new initiatives aimed at meeting the needs of lesbian, gay, bisexual and trans people. The LGBT

Foundation is looking for a proactive person to work with them in order to support their Income Generation and Finance functions and develop their leadership skills.

This role is suited to a motivated and target driven individual with strong financial literacy skills.

The LGBT Foundation would consider a job share for this role.

The key focus areas of this maternity cover role are:

To oversee the in-year Funding targets – particularly those for Grants and Corporate support

To manage relationship with external Finance consultancy company

To undertake financial management and planning tasks, such as supporting budget reporting process, reviewing Management Accounts, and setting organisational budgets

To contribute towards strategic leadership of the organisation

To build and maintain positive relationships, both internally and externally

This post is for maternity cover for 12 month contract.

Interviews will be held on 30 January 2018.

If you would like an informal chat about this post, contact Rachel Bottomley on 0345 330 3030.

For further information and to apply, visit: www.lgbt.foundation/jobs,

or email: recruitment@lgbt.foundation Deadline: **22 January, 2018 - 10:00**

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 pm on **Monday, 22nd January 2018.**

MACC

Skill Givers Project Co-ordinator

35 hours per week Salary: £26,539 per annum Location: The post holder will spend part of the week based in Manchester, and part in Salford

Macc and Salford CVS are already collaborating via 10GM and the Greater Manchester Social Value Network so this partnership is the next logical step in an already strong working relationship. The post holder will spend part of the week based in Manchester, and part in Salford.

The Skill Givers employer supported volunteering project is an exciting new development for us, we have secured funding for 3 years through Sport England and it is our intention to build the evidence over this period to sustain the project beyond this initial period.

The post holder will develop, co-ordinate and deliver an exciting new Sport England funded employer supported volunteering (ESV) project in Manchester and Salford. The project will link Voluntary Community and Social Enterprise sector, sport and physical activity groups and organisations with businesses and employers, and will also involve working closely with employee volunteers and key partners (e.g. Greater Manchester Chamber of Commerce).

This project is being delivered in partnership by Macc and Salford CVS.

The post holder will be employed by Macc.

This post is for 3 years (subject to funding).

Macc is an equal opportunities employer and welcomes applications from all parts of the community.

Please note that CVs will not be accepted Interviews will be held on Tuesday 30 January 2018.

To apply, complete the forms below and email them to: pauline@macc.org.uk

For further information: www.manchestercommunitycentral.org/job/skill-givers-project-co-ordinator

Deadline: **22nd January, 2018 - 12:00**

For further information contact Pauline Clark on 0161 834 9823, or email: pauline@macc.org.uk

Volunteering Development Worker

35 hours per week (flexi time system) Salary: £24,892 per annum Location: Macc, 3rd Floor, Swan Buildings, 20 Swan Street, Manchester, M4 5JW

Macc is a support service for organisations, volunteers and volunteer-involving organisations. Macc is the voluntary and community sector support organisation for the city of Manchester.

The Volunteering Development Worker will actively promote all aspects of volunteering across the City of Manchester including delivering a vibrant and responsive brokerage service for potential volunteers and volunteer-involving organisations; identifying new volunteering opportunities and providing a range of good practice support for organisations that involve volunteers.

To lead on the delivery of the Our People: Volunteering Employer Supported Volunteering (ESV) programme; that links local authority employees to volunteering opportunities in the City of Manchester. Identify new territory to expand and develop the ESV offer from the volunteer centre.

Attendance at evening meetings may be required occasionally. Time off in lieu is available.

Period of contract: Initially to 31 August 2018, extension subject to funding

Macc is an equal opportunities employer and welcomes applications from all parts of the community.

Please note that CVs will not be accepted.

Interviews will be held on Friday 2 February 2018.

Please find the application pack below, or visit: www.manchestercommunitycentral.org/job/volunteering-development-worker-macc Deadline: **22 January, 2018 - 12:00**

For further information, contact Pauline Clark, on 0161 834 9823, or email: pauline@macc.org.uk

MANCHESTER HOMELESSNESS PARTNERSHIP

MHP Business Engagement Coordinator

35 hours per week Salary: Up to £30,000 per annum Location: Manchester

This is an exciting opportunity to increase and coordinate business engagement in Manchester Homelessness Partnership (MHP).

MHP are looking for someone with experience of working in the private sector who can use their skills to make a difference, who also shares their mission to end homelessness in the city. The purpose of the role is to build relationships with corporate and other partners to make an effective and sustained contribution, and to encourage further investment in homelessness within the city.

Applicants need to have excellent organisational, communication and presentation skills.

You need to quickly develop an understanding of what's needed across the sector, value the voice of people with lived experience and frontline services, engage and motivate business leaders to enable them to unlock resources. You need to be positive, motivated, proactive, reliable, flexible, and willing to embrace our mission, values and culture.

Experience in businesses and an understanding of corporate social responsibility is important, alongside knowledge of the sector. MHP value lived experience, professional and learned experience, and welcome applications from people with personal experience of homelessness (though this is not a requirement).

The successful applicant will be employed and managed by Street Support Network who is part of Manchester Homelessness Partnership (MHP). Deadline: **22 January, 2018 - 10:00**

Please note: this post will be subject to an enhanced DBS check. This post is for 1 year fixed term.

For further information and to apply, visit: <https://streetsupport.net/jobs/>

MILK AND HONEY CAFÉ

Chef

25 hours per week Salary: £24,000 per annum (pro rata £16k) Location: Manchester

Slap-bang at the front of St Peter's House on Oxford Road, in the heart of the University Quarter, Milk and Honey café will keep this imagination at the heart of things - bringing all the good stuff abundant in our fine city under one roof. The Café will also be serving up proper coffee, cracking brews and cockle-warming, freshly cooked food that will see the good folk of Manchester heading off with happy bellies and the warm glow of knowing they've been part of something good.

St Peter's House (a registered charity) is home to the Christian Chaplaincy for The University of Manchester, Manchester Metropolitan University, RNCM and the University of Law. Milk and Honey will be operated by St Peter's House as a social enterprise, so any profits generated will be reinvested into the community, and will work with a wide range of volunteers who will all become part of the Milk and Honey story.

The Café is seeking to appoint an experienced and, frankly, genius chef to take the lead on the food offering at Milk and Honey.

St Peter's House would need someone brilliant to join them at this exciting stage – developing a menu, building supplier relationships, creating amazing food and forming a core part of developing Milk and Honey team.

The role will also include contributing to developing new income streams via catering and hospitality opportunities that are in line with Milk and Honey's overall vision.

The new chef will get the vision for Milk and Honey, enjoying working alongside people of all abilities and backgrounds and being a proper people-person as well as a top class cook. A good understanding of the opportunities and challenges created by working within a charity and with volunteer staff will be essential, alongside taking the lead on food documentation, hygiene and regulatory requirements.

The person will have a commitment to quality and be in-the-loop with all foodie happenings, knowing what people like to eat and responding with a seasonal, imaginative and cost effective menu that keeps ethical awareness high on the ingredient list.

Interviews will be held on Thursday 25th January 2018

Visit: www.stpeters.org.uk/wp-content/uploads/2018/01/Milk-Honey-Chef-Application-Pack-copy.pdf

Deadline: **23 January, 2018 - 12:00**

To apply: read the attached role profile and person specification, and if you think you could be the person for the job email a copy of your CV and a completed application form to jobs@milkandhoneycafe.org

Front of House Café Manager

40 hours per week Salary: £24,000 per annum Location: Manchester

Slap-bang at the front of St Peter's House on Oxford Road, in the heart of the University Quarter, Milk & Honey café will keep this imagination at the heart of things - bringing all the good stuff abundant in our fine city under one roof. The Café will also be serving up proper coffee, cracking brews and cockle-warming, freshly cooked food that will see the good folk of Manchester heading off with happy bellies and the warm glow of knowing they've been part of something good.

St Peter's House (a registered charity) is home to the Christian chaplaincy for The University of Manchester, Manchester Metropolitan University, RNCM and the University of Law. Milk and Honey will be operated by St Peter's House as a social enterprise, so any profits generated will be reinvested into the community, and we will work with a wide range of volunteers who will all become part of the Milk and Honey story.

St Peter's House is seeking to appoint a totally amazing Front of House Café Manager - someone who will run Milk and Honey to a consistently high standard and be proactive and creative in making the cafe a great place for volunteers to work and customers to visit. St Peter's House is looking for an exceptional person who will join at this pre-launch stage to develop café operations, help form the volunteer programme and form a core part of developing the Milk and Honey team.

The appointed person will be a highly significant part of Milk and Honey – daily greeting customers and managing a volunteer team whilst reflecting the vision for the café and creating a relaxed and welcoming environment for all. The new Front of House Café Manager will enjoy working alongside people of all abilities and backgrounds, and will have a good understanding of the opportunities and challenges created by working within a charity alongside volunteer staff.

Ste Peter's House is looking for someone who is one-of-a-kind – someone confident, competent and highly organised, who will also be integral in reflecting what Milk and Honey is all about.

Interviews will be held on Wednesday 24 January 2018.

To apply: read the role profile and person specification, and if you think you could be the person for the job email a copy of your CV and a completed application form to jobs@milkhoneycafe.org.uk

For further information, visit: www.stpeters.org.uk/wp-content/uploads/2018/01/Milk-Honey-Cafe-Manager-Application-Pack-.pdf Deadline: **23 January, 2018 - 12:00**

PEOPLE'S HISTORY MUSEUM

Programme Manager

Hours: 35 hours per week Salary: Circa £25,000 plus Greater Manchester Pension Fund membership

Location: Manchester

Main purpose:

To manage the implementation of the public programme, ensuring delivery of high quality exhibitions, events and learning activities

To provide strategic direction, line management and development of the Programme Team (circa 6-8 staff)

To deputise for the Head of Collections and Engagement in appropriate areas

To embed and implement the Audience Development Strategy and Digital Plan in all aspects of the museum's programming

Main duties:

To provide strategic direction, line management and support to the Programme Team

To work with the Head of Collections and Engagement and Programme Team to develop and deliver exhibitions, learning, engagement and events

To project manage and plan the work of the Programme Team

To plan and monitor the Programme Team budget to maximise the use of resources

To work closely with the Collections Officer, Senior Archivist and Senior Conservator to plan collections work relating to the public programme

To work closely with the Communications and Marketing Manager and Fido PR to plan and manage deadlines relating to marketing and PR for the public programme

To support the Head of Collections and Engagement in building strategic partnerships to support the programme

To work closely with both the Operations Manager and Development Officer (Venue Hire) to co-ordinate and plan activity to ensure smooth operations

To be a member of the acquisitions panel and identify new acquisitions relating to the programme themes

To ensure all aspects of the public programme are evaluated, continuously improved and reported to the Senior Management Team, trustees and funders.

To develop legacy planning for each programme theme to ensure communities continue their relationship with the museum beyond the programmed year

To ensure opportunities for income generation via the programme are identified, developed and maximised. Includes developing funding bids

To manage and deliver externally funded projects, including monitoring and reporting for funders as required. Deadline: **23 January, 2018 - 17:00**

This post is for 2 years (with possible extension). Interviews will be held on Wednesday 31 January 2018.

For further information and to apply, visit: www.phm.org.uk/about-us/vacancies/

BHA**Sexual Health Advisor and Asset Based Community Development (ABCD) Lead**

28 hours per week Salary: S01, SCP 29 – 31, £25,951 – £27,668 per annum pro rata

Location: Democracy House, Manchester

BHA is a leading health and social care charity which exists to challenge health inequalities and support individuals, families and communities to improve their health and well-being. BHA offers a range of unique services delivered at local, regional and national level in the areas of health promotion, community health education and engaging and involving communities in health and social care decision making.

BHA are looking to recruit an experienced and dynamic individual, with a proven ability to motivate and engage people, for the position of Sexual Health Advisor and ABCD Lead.

The successful individual will be responsible for the development and implementation of an asset based community development strategy across Greater Manchester (GM) as part of the GM Sexual Health Improvement Programme – ‘PaSH’, for African and other BME most at risk populations. This is an exciting time to be joining the team and you will play a key role in utilising community assets to address the sexual health inequalities experienced by BME most at risk populations.

In addition, the post holder will be responsible for working with colleagues across BHA and other partners, to develop and deliver a comprehensive sexual health promotion service for African and other BME communities. This will include assertive and detached outreach in the community, structured one-to-one information and advice, well-being assessments and HIV point of care testing (for which full training will be provided).

Experience of proactively engaging with BME communities in a development capacity and building successful and sustained relationships with partners is essential.

A flexible working approach is required – occasional evening and weekend meetings or events will be part of this role.

The successful post holder will also be expected to travel within the Greater Manchester region and occasionally to BHA regional sites and other services for work related duties and meetings.

This post is for an initial contract until 31 March 2019 subject to funding.

If you would like to discuss this role, contact Jeni Hirst at: jeni@theBHA.org.uk to arrange an informal telephone discussion.

For further information and to apply, visit: www.thebha.org.uk/current-vacancies

or contact 0161 874 2150, or email: recruitment@thebha.org Deadline: **24 January, 2018 - 12:00.**

MANCHESTER PEOPLE FIRST**Project Co-ordinator**

35 hours per week Salary: £21,052 per annum Location: Manchester

The main purpose of the post is to ensure the smooth running of MPF in all aspects including company secretary, financial control and working hands on with members

Also to support learning disabled people to use Manchester People First, doing group work including workshops, cooking, advocacy and attending meetings and conferences.

Main responsibilities:

- To work as Company Secretary
- To oversee all financial matters relating to the charity and the company
- To be accountable for all office administration
- To help develop the charity
- To work with the CEO and committee on all aspects of the running of the charity
- To liaise with all staff on HR matters
- To have regular supervision meetings with the CEO reporting back on matters relating to the service
- To work in a person centred way to support members
- To facilitate group discussions to ensure that the service is needs/user led
- To work across the city of Manchester and at times across Greater Manchester

- To be accountable to the CEO and Management Committee of Manchester People First
- To liaise with members around personal data

Interviews will be held on Friday 2 February 2018.

Deadline: **25 January, 2018 - 12:00**

For further information and to apply, visit: www.manpf.org/jobadvertmanches.html

MANCHESTER ACTIVE VOICES YOUTH EMPOWERMENT PROGRAMME

Female Focus Peer Mentor

35 hours per week Salary: £18,500 per annum Location: Manchester

Manchester Active Voices Youth Empowerment Programme (MAVYEP) is a Youth Empowerment Programme providing Mentoring support to young females within Greater Manchester.

Using a solution-focused approach we raise the awareness of emerging issues that impact young females.

The Female Focus Peer Mentoring Project is a free bespoke programme tailored for young females aged between 12 and 25 who are at risk of thematic exploitation (gang exploitation, CSE, missing from home) across Greater Manchester.

This approach provides an opportunity to reduce exploitive related abuse by getting the "first response right".

Your responsibilities will include:

To operate within Manchester Safeguarding policies and procedures, particularly relating to mentoring and related activity

To undertake appropriate training and engage with learning development activity as required

To maintain confidentiality of all information and records relating to the work of the Mentoring project and MAVYEP

To undertake any other reasonable tasks on behalf of MAVYEP as maybe assigned from time to time by the Executive Director

Please note: that this post is restricted to women only as a Genuine Occupational Requirement under Schedule 9 paragraph 1, Equality Act 2010.

To apply send an up to date CV together with a covering letter explaining how you meet the skills and experience set out in the person specification to: info@manchesteractivevoices.org.uk with 'Female Focus Peer Mentor' in the subject bar.

To discuss the post contact Angela Lawrence on 0777 995 0472 or 0161 227 1126.

Interviews will be held on 30 January 2018. Deadline: **25 January, 2018 (All day)**

TLC: TALK, LISTEN, CHANGE

2 x Domestic Violence Prevention Programme Facilitators

20 hours per week on average (possibility of additional hours) Salary: £13.19 per hour (based on a full-time salary of £25,475) Location: Salford and Trafford, Greater Manchester

TLC: Talk, Listen, Change are looking for two Domestic Violence Prevention Programme Facilitators 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.

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.

The posts are subject to an Enhanced DBS check.

The posts have a contract salaried until 31 March 2020 with the possibility of extension.

Interviews will be held on Wednesday 31 January and Thursday 1 February.

If you require any further information regarding the vacancy contact Nicola Spiby Bridging to Change Programme Coordinator at: nicolaspiby@talklistenchange.org.uk or Anna Callaghan Head of Domestic Abuse Services at TLC, Talk Listen Change at: annacallaghan@talklistenchange.org.uk

Deadline: **26 January, 2018 - 09:00**

MANCHESTER MIND

Support Time and Recovery Worker

17.5 hours per week Salary: £19,048 pro rata + 5% pension contribution Location: Manchester

The Manchester Engagement Team is a partnership between Manchester Mind and Greater Manchester Mental Health Trust, providing assertive outreach across the city. The team works with hard-to-reach individuals with severe and enduring mental health needs and complex issues including homelessness, substance use and offending.

Supporting service users in their journey to recovery is an integral part of this job. To ensure that this happens Manchester Mind are looking for a creative, innovative person with excellent engagement skills and a positive approach to team-working and working with people with complex needs.

You will need to be a team player but also not afraid to take the lead when needed and it is expected that you will have experience working with people with mental health needs and/or with people who are hard to reach. Experience of using mental health services will be an advantage. Successful applicants will be able to show that they can maintain a positive approach to providing recovery-focused support to service users, and have the ability to inspire hope in service users at all times.

For further information and to apply, visit: www.manchestermind.org/Vacancies.php

Manchester Mind is striving to be an equal opportunities employer and welcomes applications from all sections of the community. Manchester Mind sees it as a positive advantage if you have experience of mental health issues and/or have used mental health services. Deadline: **29 January, 2018 - 09:00**

CARITAS DIOCESE OF SALFORD

Admin Assistant

8 hours over 2 days per week Salary: Fixed Point SCP12 £16,123 per annum (pro rata for part time £3,486)

Location: Based in Bury

Caritas Diocese of Salford is an established leading provider of high quality social care for children, families and adults who are vulnerable. The charity encompasses the work of Catholic Children's Rescue Society and Catholic Welfare Societies.

The Red Door project is a day centre for homeless people in Bury. The Centre works with homeless adults with alcohol, drug and mental health problems providing advice, support, a full range of activities and support to move onto education, training and employment. Although this role is based in the back office, applicants need to be enthusiastic, reliable, energetic, positive, flexible, creative and non-judgemental.

The Admin Assistant will provide day to day administration, accounting and clerical services to the Bury Red Door service for homeless and adults who are vulnerable, supporting the Red Door staff team and volunteers.

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.

This post is for a 12 month fixed term contract.

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

Interviews will be held on Monday 5th February 2018.

For further information and to apply, visit: www.caritassalford.org.uk, or contact Rebecca Anderson on 0161 817 2264 or email: r.anderson@caritassalford.org.uk Deadline: **29 January, 2018 - 12:00**

AGE UK SALFORD

Greater Manchester Nutrition and Hydration Programme Manager

Salford, Greater Manchester Salary £34,120 plus Cash Health Plan funded until the end of March 2020

Full Time. Contract Type: Temporary

We are currently seeking an experienced Programme Manager to lead a project to embed better awareness about the risks and signs of malnutrition and dehydration amongst individuals, carers and non-clinically trained practitioners who have routine contact with older people aged 65+. The post holder will lead a team of Project Workers based in five localities in Greater Manchester – Stockport, Bury, Bolton, Oldham and Rochdale. The team will work closely with public health leads in each of the localities and a local steering group of stakeholders to progress the aims of the project.

Each locality will focus on the following five principles to implement the project:

Raising awareness across the community;

Identifying malnutrition and develop standards of nutritional care, including the type and level of information and training needed to achieve this consistently;

Working together across organisational boundaries;

Personalised care, support and treatment

Full details at <https://www.ageuk.org.uk/salford/about-age-uk-salford1/job-opportunities/>

Closes **29 January 2018**

COMMUNITY SOLID GROUND

Youth and Community Sports Development Coach

11 hours per week Salary: £19,126 per annum (Actual £5,610.29) Location: Based at CSG's office in Whalley Range with work activities in South Manchester

Community on Solid Ground (CSG) is an active and effective local organisation based in the heart of Whalley Range, South of Manchester.

CSG specialises in enhancing the lives of disadvantaged young people through the power of sports, youth work and mentoring programmes.

CSG works with the most disadvantaged young people in the area aged 6- 19 and provides sessions and activities leading to accredited outcomes and all supporting young people in developing confidence, resilience and sports leadership skills. In addition to this young people are supported to develop strategies towards life opportunities including production of CVs, job applications, interview preparation, volunteering, work experience, and employment support.

The activities are interactive and allow young people from mixed cultural and ethnic backgrounds the opportunity to voice their opinions and appreciate difference, promoting values of tolerance and respect. Practically 80% of the young people advance and go on to make a positive change in their lives by getting a job or going back into education.

CSG has contributed to the reduction of youth nuisance incidents by 73% in the last 4 years in Whalley Range.

The post holder will be responsible for planning, organising, delivering and evaluating an appropriate range of sports activities for individuals and teams. The activities are aimed at supporting young people ages 8 – 18 years to develop in two main areas, which are:

- Sports Leadership
- Health and well-being

The role will entail facilitating regular football, fitness and multi sports coaching sessions

The person appointed will be responsible for setting up and packing away all equipment for the activity sessions, facilitating drills and coaching during the activities, as well as providing 1:1 mentoring, advice, guidance and team working activities.

The main aim of the project is to support young people to make informed decisions, providing them with an increased sense of control over their own lives, encouraging them to feel more positive about themselves and future opportunities.

Community on Solid Ground is seeking an enthusiastic and committed person who will be responsible for the development of a programme aimed at supporting young people to plan, deliver and evaluate a range of community projects.

For further information, contact 0161 862 0955, or email: admin@yosg.org.uk

This post is funded until November 2018.

Interviews will take place on Tuesday 6 February 2018. Deadline: **30 January, 2018 - 14:00**

AGE UK BOLTON

Enhanced Respite Service Co-ordinator

Bolton, Greater Manchester Salary £20,172 per annum Full Time Contract Type Permanent

We are looking for a talented and committed individual with the skills, experience and passion to set up, develop and co-ordinate a range of high quality, stimulating activities for people with dementia who are in respite care.

The Co-ordinator will also enable their carers to identify and access relevant support services. The role will involve working alongside other health care professionals in a multi-disciplinary respite setting. This innovative and holistic approach will enrich the lives of older people through meaningful activities.

The role will also involve supervising training and developing a team of volunteers to deliver these sessions to individuals or small groups of older people.

For more information please call Suzanne Hilton Chief Executive on 01204 382411 or Heather Crook Operations Director on 01204 70152

Full details at <https://www.ageuk.org.uk/bolton/about-age-uk-bolton/job-vacancies/enhanced-respite-service-coordinator/> Closing date: 31 January 2018 12 noon

CHESHIRE DOWN'S SYNDROME SUPPORT GROUP

Marketing Communications Manager

Northwich Cheshire: Salary £27,000 per annum: Pro Rata £17,000.

Annualised hours to coincide with school holidays: Part Time

Principal Tasks:

To act as part of the management team

To raise awareness of the charity in the Cheshire community

To manage the content of CDSSG's social media, including managing website content

To manage the relationship with local press

Responsible for the development and implementation of the overall marketing communications strategy

Responsible for the content and delivery of the Charity Newsletter

Manage the marketing budget

Responsible for the delivery of CDSSG's annual Awareness Day campaign

Develop networking relationships within the Cheshire community and wider DS community

To help develop and manage Fundraising opportunities

Responsible for conducting annual surveys to our key stakeholders to check that the service the charity is delivering is appropriate

To have overall responsibility of internal communication to key stakeholders

Act as a 'brand guardian' ensuring consistency across all internal and external communications

Full details at <https://jobs.thirdsector.co.uk/job/414432/marketing-communications-manager/>

Closes **01 February 2018**

PARKINSON'S UK

Volunteering Business Partner

17.5 hours per week Salary: £16,500 per annum Location: Home-based

Parkinson's UK drives better care, treatments and quality of life. The team of over 4000 volunteers are instrumental in bringing forward the day when no one fears Parkinson's and you too could be part of helping to achieve this.

Parkinson's UK are currently recruiting for two Volunteering Business Partners who will work as part of a team to provide consultancy support to colleagues across all aspects of volunteer engagement and delivery. The successful candidates will be responsible for providing specialist advice to teams on volunteer

management and champion volunteer engagement throughout the charity. This is an exciting time to join the team, as Parkinson's UK moves into the next phase of delivering their ambitious volunteering strategy. The Volunteering Business Partners will advise and coach staff on volunteer management to deliver a united programme to ensure volunteers have a consistent and positive experience. To be successful, you will have proven experience of effective and successful cross-organisational working, in collaboration with others. You will be a self-motivated individual who can handle competing demands and be able to manage multiple tasks and prioritise your workload to meet deadlines.

As you will be working with a wide variety of different people, it is essential that you have exceptional communication skills, along with the ability to build effective working relationships and demonstrate strong team working experience. You will be committed to addressing and resolving potential issues positively and appropriately and able to enthuse and inspire those around you.

Interviews will be held on 12 February 2018.

For further information and to apply, visit: www.jobtrain.co.uk/parkinsonsuk/displayjob.aspx?jobid=850, or email: slholland@parkinsons.org.uk Deadline: **1 February, 2018 (All day)**

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 Closes **02 February 2018**

THE TRUSSELL TRUST

Foodbank Network Area Manager - Greater Manchester, Merseyside and Derbyshire

£32,000 per annum plus benefits Full Time Contract Type Permanent

You will have excellent communication skills, and will be able to relate confidently to people of all walks of life with empathy and ease. You will be organised and be able to juggle competing priorities, often under time pressure. You will be an enthusiastic networker, skilled at negotiating benefits and support from external partners which will help the foodbanks in your region to thrive and succeed at every level.

If this sounds like you, we'd love to hear from you as we work together to stop UK hunger.

How to apply If you have any questions or need help with the application process, please contact the People & Culture Team on 01722 580209 or email people@trusselltrust.org

Closes **12 Noon 02 February 2018**

LYMPHOMA ASSOCIATION

Regional Community Fundraiser (North West)

Home based (covering Cheshire, Cumbria, Greater Manchester, Lancashire and Merseyside) Salary £24,000 - £26,000 per annum Part Time Contract Type Permanent

The Lymphoma Association is a national charity which provides information and support to people affected by lymphoma – the fifth most common cancer in the UK. We also work with and support the healthcare practitioners who care for lymphoma patients.

We are looking for a passionate and motivated fundraiser to generate and maximise income through community and local fundraising activities in the North West. Through implementing our fundraising strategy, you will be supporting individuals and groups raising funds for the Association and helping to build excellent donor relationships across the region.

Applicants will be able to hit the ground running, with at least two years' experience of successfully meeting targets in a community fundraising role, working with volunteers and donor relationship development

Full details at <https://www.lymphomas.org.uk/About-Us/jobs/regional-community-fundraiser-north-west>

Closing date for applications is **12pm on Wednesday 7 February 2018.**

NATIONAL AUTISTIC SOCIETY

Programme Manager (North)

North of England Salary £42,400 Full Time Contract Type Permanent

The successful candidate will share our passion for improving the education of autistic young people; demonstrate excellent insight to the education system and the challenges faced by settings and practitioners; have excellent inter-personal and negotiation skills and good experience of multi-agency working. Direct experience of working with people with autism will be a distinct advantage.

This role is home based in the North Regions and it is expected that the successful candidate will live in the north of England.

For more information about this job please contact Bob Lowndes, Director of Autism Education Trust, bob.lowndes@autismeducationtrust.org.uk Closes **07 February 2018**

BOLTON CVS

Group Quality and Impact Officer

28 hours per week Salary: £23,398 per annum (pro-rata) Location: Bolton

Bolton CVS provides a comprehensive infrastructure support service to Bolton's voluntary and community sector and are currently looking for an enthusiastic, talented and effective person to join the team at the Bolton Hub.

The aim of this post is to ensure that strong governance, compliance, quality and impact are at the heart of the development support offer for voluntary and community groups and organisations in Bolton.

The focus of this work will be to:

Deliver and develop the work of Bolton CVS, enabling individuals to realise their potential and unleash assets within communities

Provide development support to Bolton based groups and organisations (or those wishing to establish as such), driving the focus on strong governance and compliance through delivery of the Bolton Quality Mark, Volunteer Charter and other quality standards

Work with groups to identify, measure and promote their outcomes and impact

Support the development and delivery of open and bespoke learning programmes which meet the needs of the sector

Work in partnership with public sector agencies and other organisations to embed a social value approach for Bolton

Lead on Bolton CVS's membership, ensuring connectivity between other work programmes, ie, Volunteer Services, grants, investments, training, Ambition for Ageing and Community Asset Navigator Programme
Bolton CVS are looking for someone who is passionate about the voluntary and community sector, who understands the challenges it faces and who can drive forward a programme of support to enable organisations to deliver sustainable, quality services to communities and individuals.

For an informal discussion about the role, contact Helen Tomlinson, Development and Communities Manager on 01204 546 010.

Interview dates will be held week beginning 26 February 2018.

For further information and to apply, visit: www.boltoncvs.org.uk/cvs-jobs
or email: recruitment@boltoncvs.org.uk Deadline: **12 February, 2018 - 17:00**

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