

## **JOB VACANCIES**

### **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.

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](http://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](mailto: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 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](mailto:nicolaspiby@talklistenchange.org.uk) or Anna Callaghan Head of Domestic Abuse Services at TLC, Talk Listen Change at: [annacallaghan@talklistenchange.org.uk](mailto:annacallaghan@talklistenchange.org.uk)

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

## **MANCHESTER YOUNG LIVES**

### **Teacher (Secondary)**

Salary: £22,658 - £27,668 per annum Location: Manchester

Manchester Young Lives are looking to appoint a Teacher to work under the guidance of our Curriculum Lead and Senior Managers to teach across KS3 and KS4. The successful candidate will be passionate about working with young people, particularly those who have become disengaged. Manchester Young Lives are looking for an individual who can inspire others, to ensure all young people attending our school can achieve and succeed. Candidates applying for the position should have a degree in the relevant subject area or appropriate practical experience of working in a school setting.

Previous experience of working in a PRU or of inner city schools would be advantageous but not essential for this role.

The main purpose of the job is to carry out the professional duties of a teacher as circumstances may require and in accordance with the school's policies under the direction of the Deputy School Manager.

This post is exempt from the Rehabilitation of Offenders Act 1974. Previous candidates need not apply.

For further information and to apply, visit: [www.manchesteryounglives.org.uk/careers/teacher/](http://www.manchesteryounglives.org.uk/careers/teacher/) or email: [info@manchesteryounglives.org.uk](mailto:info@manchesteryounglives.org.uk) Deadline: **26 January, 2018 - 09:00**

## **HENSHAWS**

### **Children and Young People (CYP) Enablement Officer (IAG & IM)**

21 hours per week (including evening and weekend work) Salary: £10.20 per hour

Location: Manchester Resource Centre and Venues across Greater Manchester

Henshaws Community Services are looking for an experienced and enthusiastic individual to implement our Henshaws Children and Young People's Pathway with specific focus on ages 8-18, delivering information, advice and guidance (IAG), developing personal plans and co-ordinating and delivering our Independence Matters Courses for CYP, I Can Do It (ICDI).

The Pathway to Independence ensures that visually impaired people of all ages receive the information and support they need to lead full lives. By providing IAG right at the beginning of their sight loss journey, children, young people and their families are better equipped to cope and put in place necessary support to enable the child to flourish.

This is a unique opportunity to work with partially sighted and blind children and young people, helping them to become more confident and independent. Your role will be to support CYP through the initial stages of sight loss at point of referral as well as supporting, where relevant, through ICDI, providing sessions around building confidence and self-esteem, cooking, social and interpersonal skills, daily living skills and transitions and planning for the future. The role will involve the assessment of CYP needs and goalsetting as well as monitoring progress throughout.

Henshaws Community Services are looking for someone with experience of working with and supporting children or young people aged 8 to 18 years or working with or supporting parents, families and carers including group activities and/or one to one activities. Experience of supporting children and young people and/or adults with disabilities is essential.

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

This post is for a fixed term until 31 March 2021. Deadline: **28 January, 2018 (All day)**

## **ONE MANCHESTER**

### **Financial Inclusion Officer**

35 hours per week Salary: £28,876.91 per annum Location: Lovell House, Hulme

An exciting opportunity has arisen to join the team covering an existing secondment until October 2019. The One Money team undertakes a comprehensive financial inclusion service supporting our customers in reducing financial exclusion in our neighbourhoods and communities and works with new and existing customers who require advice and support across all areas of financial inclusion, including debt advice, welfare benefits advice and financial capability.

Applicant must have:

Experience of working with customers in respect of welfare rights/debt advice and financial capability

Sound knowledge of debt and benefit advice including Universal Credit and the impact on our tenants

Sound administrative and IT skills with excellent attention to detail

High calibre communication and interpersonal skills

The ability to prioritise and work in accordance within deadlines

IMA Accreditation or willing to work towards this

The post is for a fixed term contract until October 2019.

For further information and to apply, visit: [www.onemanchester.co.uk/financial-inclusion-officer-fixed-term-contract-until-october-2019](http://www.onemanchester.co.uk/financial-inclusion-officer-fixed-term-contract-until-october-2019) Deadline: **28 January, 2018 (All day)**

## **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](http://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](http://www.caritassalford.org.uk), or contact Rebecca Anderson on 0161 817 2264 or email: [r.anderson@caritassalford.org.uk](mailto: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](mailto: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**

### **GREATER MANCHESTER MENTAL HEALTH NHS FOUNDATION TRUST**

#### **3 x Wellbeing Advisor**

37.5 hours per week Salary: £16,968 - £19,852 per annum Location: The post-holders will be based in various locations across the city

buzz Health and Wellbeing Service are delighted to be recruiting for 3 Wellbeing Advisors (one to one workers) on fixed term contracts until December 2019. The buzz service works citywide in Manchester to improve the Health and Wellbeing of Manchester communities. The post-holders will be based in various locations across the city.

Job summary:

To improve the health and well being of specific communities throughout Manchester

To have a specified caseload of service users from targeted communities in Manchester

To provide relevant health information and connect local people to the right local services including: primary and social care agencies, leisure centres, employment, training and volunteering opportunities, housing and welfare rights advice

For further information and to apply, visit:

[www.jobs.nhs.uk/xi/vacancy/e3af2323b585790654d99669e614b7c2/?vac\\_ref=914931963](http://www.jobs.nhs.uk/xi/vacancy/e3af2323b585790654d99669e614b7c2/?vac_ref=914931963)

or email Brian Goodman, at: [brian.goodman@gmmh.nhs.uk](mailto:brian.goodman@gmmh.nhs.uk) Deadline: **30 January, 2018 (All day)**

### **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**

## **HENSHAWS**

### **Community and Events Fundraiser**

Location: Manchester: Salary: £11,629.80 pro rata (£12.78 per hour)

Key duties will include:

Working with the Corporate & Events Manager to develop, implement and evaluate a strategy for community & event income streams and lead on the implementation of the strategy.

Assist the Corporate & Events Manager with the production of regular financial & analysis reports reflecting performance against targets and income trends.

In conjunction with the Corporate & Events Manager, taking responsibility for the delivery a portfolio of sustainable events, whilst giving effective ROI, supporter engagement and donor development awareness raising.

Working with our existing local groups of ambassadors and service users to support and increase fundraising activities

The successful candidate will have experience of experience of community fundraising and proven ability to engage and inspire a diverse range of supporters. It is also essential to have experience of monitoring and managing income & expenditure budgets and excellent time management skills and ability to manage competing deadlines Closing Date: **Wednesday 31st January 2018**

Full details at <https://www.henshaws.org.uk/jobs/community-events-fundraiser/>

## **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 has 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](http://www.jobtrain.co.uk/parkinsonsuk/displayjob.aspx?jobid=850) or email: [sholland@parkinsons.org.uk](mailto:sholland@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](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](mailto:people@trusselltrust.org)

Closes **12 Noon 02 February 2018**

## **SICK! FESTIVAL**

### **Marketing and Communications Director**

37.5 hours per week, occasionally in the evening and at weekends Salary: £35,000 per annum

Location: Manchester

SICK! Festival confronts the physical, mental and social challenges that are faced in individual and collective lives. SICK! Festival delivers an outstanding international arts programme, weaving in perspectives from research, clinical practitioners, public health professionals, charities and those with lived experience of issues addressed – culminating in a high-profile, biennial international festival. Themes are explored through many art forms – dance, theatre, public installation – and through lectures and debates. SICK! takes the conversation into the heart of the communities where the subjects matter most and to major cultural centres.

SICK! Festival are delighted to be joining Arts Council England's National Portfolio from April 2018. As they embark on an exciting, ambitious new phase in the organisation's growth, they are seeking a new Marketing and Communications Director to join the team in Manchester.

The Marketing and Communications Director will lead all areas of marketing, communications and audience development, creating and developing strategy as well as ensuring successful delivery. The overarching aim of the role is to build on recent successes by developing our brand, establishing SICK! as a leader in the local, national and international cultural calendar. This will require building the festival's profile regionally, nationally and internationally, and attracting new, larger and more diverse audiences to the festivals in 2019 and 2021. It also requires the development of their digital audiences, with SICK! committed to launching a new raft of digital work (SICK! Radio) at the festival in 2019. To achieve all of this the post-holder will need an agile and committed approach to the complex themes the festival addresses, our partnerships and the communities we work with.

The post-holder will be expected to shape, own and deliver a marketing and communications strategy that:  
Builds the SICK! brand and cements their reputation as a leading cultural player regionally and nationally  
Develops and grows audiences, including those that are hard to engage, audiences in specific project and programme locations, and digital audiences

Facilitates the smooth day-to-day running of the marketing and communications function, including its budget, resources, and creative outputs

SICK! Festival are looking for a person with that special mix of wisdom and energy, an appetite for risk balanced with attention to detail, and the ability to think big while working in a small, tightly focused team. The post-holder will need a flexible, hands-on approach, one minute managing our website and social media, the next pitching to the senior decision makers. A minimum of five years' experience of marketing or communications in the arts, health, voluntary or creative media sector is likely to be needed to undertake the role.

To apply send an application document outlining the following on a maximum of 2 sides of A4:

Your artistic practice, areas of focus and track-record

The concept for which you are applying

What impact you anticipate the commission will have on the development of the work

Links to videos of your work

Your own contact details

Contact details of one reference

In addition, provide:

An indicative budget for development and presentation including additional anticipated sources of funding

An outline project development schedule

Completed Equal Opportunities form

For further information, visit: [www.sickfestival.com/about-us/jobs/#marketing-and-communications-director](http://www.sickfestival.com/about-us/jobs/#marketing-and-communications-director)

If you require any additional support or information regarding your application, contact 01273 699733, or email: [info@sickfestival.com](mailto:info@sickfestival.com) Deadline: **5 February, 2018 - 09:00**

## **MANCHESTER MAYA PROJECT**

### **Project Worker**

21 hours per week Salary: £19,750 pro rata Location: Manchester

The Manchester Maya Project is looking for an experienced, capable passionate and committed worker to provide advice and support to vulnerable women and girls, who are experiencing domestic abuse.

This post is open to women who define themselves as BME. It is exempt under the following acts: Genuine Occupational Requirement in accordance with the Race Relations Act 1976 (Amendment) Regulations 2003 (Section 4A) and the sex Discrimination Act 1975 (Amended) (Section 7).

The post is for a contract until June 2020.

To apply, email: [brenda@saheli.org.uk](mailto:brenda@saheli.org.uk) Deadline: **5 February, 2018 (All day)**

## **STROKE SUPPORT ENGLAND**

### **Personal Assistant**

Salford Salary circa £19,500 per annum Full Time Contract: Type Permanent

he post holder will be required to gather, review and report statistical, financial and budgetary information on behalf of the team. Demonstrating high level IT skills and experience of using the Microsoft office suite and with the ability to support others to understand and use those systems to best effect.

This individual will have a willingness to learn new systems and processes and demonstrate excellent interpersonal skills for this ever changing but enjoyable role.

Ability to work collaboratively with the Office Manager on site to good effect and to provide some guidance and support to other PA's in Support Services in England.

An understanding of the impact of stroke and their client group will be desirable and an advantage, with demonstrable commitment to the vision and mission of the charity essential.

Full details at

[https://internal.easyats.co.uk/preApplicationForm/addApplicant\\_nfp\\_no\\_cv/18698/?isdb=1&source=2&specifcsource=115](https://internal.easyats.co.uk/preApplicationForm/addApplicant_nfp_no_cv/18698/?isdb=1&source=2&specifcsource=115) Closes **06 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](mailto:bob.lowndes@autismeducationtrust.org.uk) Closes **07 February 2018**

## **THE LYMPHOMA ASSOCIATION**

### **Regional Community Fundraiser (North West)**

Home based (covering Cheshire, Cumbria, Greater Manchester, Lancashire and Merseyside)

Part-time position – 21 hours per week; permanent, subject to targets met

Salary: £24,000 - £26,000 per annum, depending on experience (pro rata)

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

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

## **GAYDIO**

### **Senior Bid Writer and Academy Lead**

Hours: Full time Salary: Negotiable, dependent on experience Location: Manchester

Gaydio is the UK's Lesbian, Gay, Bisexual and Trans radio station, on DAB in London and the South East and five other areas - on FM in Manchester, and launching a further FM in Brighton in 2018. In addition to their 24/7 broadcast service, Gaydio delivers a series of community training projects and on-going opportunities to engage and support LGB&T people.

In the last twelve months alone, Gaydio has delivered around 30 short-term projects on a range of issues - from marking the anniversary of the partial decriminalisation of homosexuality, to a regular weekly group for under 19s. Gaydio has worked with over 200 people in 2017 and are proud of the positive impact that this work has on participants' lives.

This community activity is branded as Gaydio Academy. Gaydio are now looking for someone to help develop the future vision of their Academy programme and help to take it to the next level. This includes identifying and submitting new grant bids to tackle some of the issues that communities face; leading some of the teaching projects as a trainer; and managing a delivery team to make sure that the highest quality outcomes are delivered.

For further information and to apply, visit: [www.gaydio.co.uk/contact/academy-lead/](http://www.gaydio.co.uk/contact/academy-lead/)

Deadline: **9 February, 2018 (All day)**

## **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](http://www.boltoncvs.org.uk/cvs-jobs)

or email: [recruitment@boltoncvs.org.uk](mailto:recruitment@boltoncvs.org.uk) Deadline: **12 February, 2018 - 17:00**

## **ST ANN'S HOSPICE**

### **Head of Fundraising**

Cheadle, Manchester: Salary: £31,279-41,236 Permanent, Full-time

As Head of Fundraising at St Ann's your job will be to implement and develop the Fundraising Strategy and to provide leadership to the Fundraising Department of around 12 staff. You'll be an experienced fundraising manager with an understanding of how to lead a team in developing strong philanthropic relationships and in achieving significant growth in fundraised income. Ideally you'll have a background in major donor fundraising and you'll certainly know how to create, develop and steward donors in line with St. Ann's culture and values.

If you are a fundraising manager with experience in creating and stewarding partnerships then this may be the job for you. On offer is a great package, a fantastic working environment, a truly remarkable cause and the chance to lead a dedicated and professional Fundraising Team committed to making a real difference to hundreds of families every year.

Full details at <http://www.charitycareersnorthwest.com/careers/post.php?s=1970-01-01-head-of-fundraising> Closing Date: **13th February 2018**

## **THE LYMPHOMA ASSOCIATION**

### **Regional Development Officer (North West)**

Home based (covering Cheshire, Cumbria, Greater Manchester, Lancashire and Merseyside)

Part-time: 17.5 hours a week (flexible including some evenings and weekends)

Salary a full-time equivalent of £22,000 - £25,000 per annum (pro rata, ie, £11,000 to £12,500 for a 17.5-hour working week (depending on experience)

We are looking for an organised and driven person who is passionate about improving outcomes for people affected by lymphoma. Through being part of an expanding regional development programme you will help develop and deliver local support services, developed strong, enduring relationships with healthcare professionals and their organisations, and support our local fundraising initiatives.

To succeed in this role you will be an excellent communicator and relationship-builder, highly organised and a creative thinker who can raise awareness of lymphoma, the organisation and its work.

This is a new role that is part of our continuing growth and development phase and we have been investing significant funds in new staff and resources to expand our reach and impact.

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

Closing date for applications is **Monday 19 February**

### **MASH (MANCHESTER ACTION ON STREET HEALTH)**

#### **Fundraising & Marketing Officer**

Manchester, Greater Manchester Salary £27,000 pro rata for 21 hours £16,320 actual Part Time

Contract Type Permanent

You will develop a fundraising strategy to raise unrestricted income from a variety of sources including: fundraising events, individual donors, and local corporates and community groups. In addition you will identify and make applications for grant funding that support MASH's current projects and core activities.

You will build relationships with existing supporters and donors, and increase their motivation to support MASH through fundraising. You will have the opportunity to introduce new fundraising initiatives and initiate ways of improving fundraising activity.

You will also implement a marketing and communications programme to raise awareness of the work of the charity with stakeholders, the public, funders and partner organisations.

This will include keeping the charity's website and social media updated, developing content for use across the charity's communications activities, and managing the production of promotional literature.

Reporting directly to the CEO you will need to be comfortable working independently and be able to manage your own work load.

To apply please email [admin@mash.org.uk](mailto:admin@mash.org.uk) or a full job pack. The deadline for completed applications is **Friday 23rd 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)