

JOB VACANCIES

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

or email: 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 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**

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

If you require any additional support or information regarding your application, contact 01273 699733, or email: 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 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&specificsource=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 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/

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

or email: 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**

CHESHIRE CENTRE FOR INDEPENDENT LIVING'**Care Co-Operative Registered Manager**

Northwich Cheshire with travel across the wider North West and Nationally. Salary £35,000 - £40,000

Full Time Contract Type Temporary

The applicant must be educated to degree level or equivalent, have demonstrable success at a management level in the domiciliary care sector; be experienced in working with CQC and with the implementation of substantial projects of activity. The applicant will also have experience of creating and implementing marketing and engagement strategies/plans and have experience of community engagement and 'voice' based contracts.

The applicant must be highly self motivated, able to work independently, yet be a positive team player and possess excellent networking & negotiation skills. You must also have excellent communication and presentation skills, in addition to excellent knowledge and understanding of structures within Health & Social Care particularly in working with the care Quality Commission.

The applicant must also be computer literate and have proven planning time management and organisational skills.

You should hold a current, clean driving licence and have access to their own transport or have the ability to travel locally, regionally and nationally as the role dictates.

Closing Date for completed applications: 5pm on **14th February 2018**

NORTH WEST CANCER RESEARCH**Trusts Officer**

Location: Liverpool Salary: £27,000

During this 12 month contract, you will work closely with the team encouraging them to provide you with key data and case studies. You will be able to write powerful and effective applications to support the work of NWCR, and have fantastic people skills using these to build strong relationships with funders at all levels. You will be effective at managing your time and workload.

Above all you will be inspired and motivated to help more people in the North West to survive cancer, living fulfilling lives.

Full details at <http://www.charitycareersnorthwest.com/careers/post.php?s=1970-01-01-trusts-officer>

Closing date: **Wednesday 14th February - 9am**

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 or a full job pack. The deadline for completed applications is **Friday 23rd February 2018.**

FUSION 21

Fusion21 Foundation Lead Officer

Based at Fusion21's head-office in Merseyside

Travel is required. Salary: £40,000 - £50,000

Full Time: Contract Type Permanent

This role is ideal for a candidate who is experienced in operating at a senior level and has a strong understanding of the social housing sector, in particular community investment.

Key duties include:

To maximise the value of Foundation funds through match funding, partnership working, external fundraising and contracting;

To work closely with the Chief Executive, Leadership Team and Trustees to develop and deliver the Foundation business plan;

To implement the Foundation's Social Investment Policy;

To develop and manage a 'Social Value Framework' of partner social enterprise and charities required to deliver the social value programmes and investments.

About you

We're searching for a highly organised individual who is able to create opportunities and develop daring bold solutions.

A skilled networker, you will have excellent financial management skills and be comfortable working in a small but high-powered team.

The successful candidate will have knowledge of approaches to measuring social impact and social value, in addition to knowledge of social policy development, innovation and influencing.

For further discussion contact Mark Chadwick, Director of Business Services at Fusion21 on 0845 308 2321.

Closing date: **12 noon, Friday 9th March.**

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