

JOB VACANCIES

BHA

Sexual Health Advisor and Volunteer Lead

28 hours per week Salary: S01, SCP 29-31, £25,951 - £27,668 per annum pro rata Location: Democracy House, Manchester

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 Volunteer lead.

The Sexual Health Advisor and Volunteer lead will be responsible for the recruitment, training and support of a team of volunteers to support our work in delivering sexual health services across Greater Manchester (GM). This is an exciting time to be joining our team as part of the GM Sexual Health Improvement Programme – 'PaSH', for African and other 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 includes assertive and detached outreach, 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 successfully managing volunteers and working independently 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 a contract initially until 31 March 2019 subject to funding.

For further information and to request an application pack, visit: www.thebha.org.uk/current-vacancies or contact 0161 874 2150, or email: recruitment@thebha.org.uk

If you would like to discuss this role, contact Jeni Hirst at jeni@theBHA.org.uk to arrange an informal telephone discussion. Deadline: **8 February, 2018 - 17:00**

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**

BREAKTHROUGH UK**Pathways Project Co-ordinator**

35 hours per week Salary: £21,623 per annum Location: Manchester

The Project, which is grant-funded by Lloyds Foundation, works with unemployed people who experience multiple or complex barriers to employment and participation in society enabling them to develop their independent living and employability skills and reduce their isolation.

You will have a strong personal commitment to equality, social justice and inclusion and an understanding or lived experience of disabling barriers in employment and society and how to remove these.

You will be resourceful and able to work effectively on your own initiative and as a team member contributing to achievement of shared goals as well as individual and Project targets.

You will design and deliver content for skills development workshops with groups of Project participants, establish constructive relationships with other stakeholders to generate referral of participants to the Project and provide personalised support to participants to enable them to set goals and action plan to achieve them.

You will also monitor and evaluate Project activities and collect evidence of outcomes for participants and the overall social impact of the Project.

As a Disabled Peoples User Led Organisation the Articles of Association require that a minimum of 75% of the Board of Trustees are Disabled People and Breakthrough UK strive to be an exemplar employer of

Disabled People, ensuring that their employment practices and workplace are barrier free and inclusive. Currently over 50% of their employees identify as Disabled People.

Please note: that appointment to this post will be subject to a DBS Enhanced check.

Interviews will be held on Tuesday 20 February 2018 and applicants should ensure that they are available for interview on this date. Applicants shortlisted for interview will be notified by 5pm on Wednesday 14 February 2018. Deadline: **12 February, 2018 - 09:00**

For further information and to apply, visit: www.breakthrough-uk.co.uk

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**

RECLAIM

Volunteers and Mentors Co-ordinator – LEAD Pioneers

28 hours per week Salary: £22,000 per annum pro rata Location: Manchester

LEAD Pioneers delivers intensive support for young people aged 12-13 to develop their personal skills (e.g. emotional intelligence, team work, confidence etc.), critical thinking skills and social awareness which enables them to advocate for themselves and their communities. In addition to this, the cohort gain training in LEAD (Leadership, Enterprise, Activism, Development), during their monthly weekend activities.

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he Volunteers and Mentors Co-ordinator at RECLAIM is responsible for building and leveraging community relationships, to support the success of LEAD Pioneers. This includes the recruitment, training, effective management and retention of a pool of volunteers and mentors.

The Volunteers and Mentors Co-ordinator will represent RECLAIM in a wide range of settings – such as local authorities, businesses, community groups, and other agencies.

The lasting relationships built in advance of LEAD's programme commencement will ensure a differentiated programme, providing activities and learning opportunities to drive young people's development. Meanwhile, the recruitment and management of mentors and volunteers will ensure the young people build strong intergenerational connections and are supported by a range of individuals in their community.

The Volunteers and Mentors Co-ordinator will work closely with the Programme Lead to ensure all external support is in place well in advance of programme commencement.

This role also includes the management of RECLAIM's general volunteer base. This will involve ad-hoc tasks, such as contacting volunteers about opportunities and corresponding with volunteers about fundraising activities. Deadline: **15 February, 2018 - 17:00**

To apply, email a CV and cover letter to: a.ribbons@reclaimproject.org.uk

AGE UK MANCHESTER

Support Worker

35 hours per week from 8.30am to 4.30pm, 5 days per week Salary: 13,938 probation period £14,484 per annum Location: Crossacres Day Centre

You will be a motivated and dynamic individual with a commitment to providing a high quality service for older adults.

You must have an understanding of the needs of older people

Preference will be given to candidates that can also demonstrate some or all of the following skills and experience:

Have a clean full driving licence with a D1and, a willingness to drive Age UK Manchester's transport when required

A basic understanding of mental health needs/issues

A formal education qualification in care (for an appropriately experienced person, the opportunity will be given to obtain National Vocational Qualification Level 2 in care)

If you are interested in this vacancy contact Michelle McKinney on 0161 437 0717 or email: michelle.mckinney@ageukmanchester.org.uk for further information

Due to the nature of the job and where it is situated the successful applicant will be required to undertake a DBS check; costs will be met by the employer. Deadline: **16 February, 2018 (All day)**

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**

GADDUM CENTRE

Therapy Service Manager

35 hours per week Salary: £27,924-£30,978 per annum (organisational pay review pending)

Location: Gaddum House and other service sites

The Therapy Services Manager will be responsible for the operational management and the direct supervision of team leaders of the following client services provided by Gaddum Centre:

1. Counselling services across Greater Manchester
2. Bereavement and Palliative Care across Greater Manchester

Job purpose

To operationally manage Therapy Services for adults, children and young people delivered by Gaddum Centre to those people most in need across Greater Manchester; ensuring high standards and value for money. Current services include counselling, bereavement and palliative care work, information, advice and guidance for individuals and families.

To demonstrate leadership in ensuring delivery of excellent support services for local people

The Service Manager will have responsibility for

Managing, developing and promoting Therapy Services to provide effective support for clients in Greater Manchester

Developing the service in line with any contract specifications and Gaddum Centre strategic plans; local, regional and national

Developing and maintaining service user involvement, including but not limited to; feedback and evaluation of services, clients involved in service development

Developing action plans for income generation in conjunction with Business Development Lead and Head of Services

Operational management responsibility for all services including additional projects located with the service

Support including HR, staffing, Health and Safety to Team Leaders

Quality Assurance and Service Governance

Contract monitoring and compliance including internal monitoring reports

Management of data information system

Interviews will be held week commencing 26 February 2018. Deadline: **19 February, 2018 - 17:00**

For further information and to apply, visit: www.gaddumcentre.co.uk/vacancies/

SALFORD CVS

Grants Administrator (Maternity Cover)

37.5 hours per week Salary: NJC Point 18-21; £17,891 - £19,939 per annum Location: Salford

An opportunity has arisen to join Salford CVS' Grants Team on a 12-month temporary contract (maternity cover). The team manages an expanding number of grants and investment schemes. Salford CVS are currently funding between 150 and 200 voluntary, community and social enterprise projects per year that are helping to enhance the lives of the people of Salford.

Salford CVS' Grants Team currently directly delivers grants and investment programmes on behalf of a variety of local funders, including NHS Salford Clinical Commissioning Group and Salford City Council. Details of current grants programme can be found here: www.salfordcvs.co.uk/our-grants-and-investments

Salford CVS supports the Grants for Good Campaign and follows the Principles of Good Grant-Making: www.dsc.org.uk/grantsforgood/

Due to the upcoming maternity leave of the current Grants Administrator Salford CVS are looking to recruit cover for a 12-month period March 2018 – March 2019.

The post-holder will provide administrative support to all aspects of the grants and investments lifecycle.

The chosen candidate will be a well organised administrator, who works with excellent attention to detail and who possesses fantastic communication skills. They will be able to communicate effectively with people from a wide range of backgrounds, from small community groups to commissioners.

For further information and to apply, visit: www.salfordcvs.co.uk/salford-cvs-grants-administrator-maternity-cover or email: recruitment@salfordcvs.co.uk Deadline: **21 February, 2018 - 12:00**

BHA

Community Engagement and Development Worker (Maternity cover)

21 hours per week Salary: Scale 5 - 6, SCP 22 - 28 £20,661 – £24,964 per annum pro rata

Location: Democracy House, Manchester

BHA are looking for applications from dynamic, innovative and highly motivated individuals to join their ambitious sexual health team and take on the role of Community Engagement and Development Worker for BME communities in Greater Manchester.

The Community Engagement and Development Worker role holds responsibility for establishing, developing and delivering targeted community engagement initiatives and health promotion interventions locally as part of a team.

The successful applicant will work alongside a variety of stakeholders including individuals, statutory and non-statutory organisations, community groups, religious leaders and the business sector to promote the campaign messages, and increase access to services BHA offers. This work will be delivered through community based outreach, one-to-one and group based interventions and the role includes monitoring and evaluation of all interventions delivered. The successful candidate must be willing to receive Hepatitis B vaccination or provide proof of current vaccination and will receive training to participate in STI and HIV testing delivering the tests and as a verifier of the test results.

The post holder will have a wide understanding of BME culture and of perceptions amongst BME communities in England relating to HIV, STIs and Sexual Health.

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 maternity cover until February 2019.

To request an application pack contact 0161 874 2150, or email: recruitment@thebha.org.uk

For further information, visit: www.thebha.org.uk/current-vacancies Deadline: **21 February, 2018 - 17:00**

WATER ADVENTURE CENTRE

Youth and Play Worker

37 hours per week Salary: £21,682 - £24,730 (JNC Points 11-14) Location: The post is based in Droylsden, Tameside but will require regular travel to other locations across Greater Manchester

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

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

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

Initial interviews will take place on 6 March 2018 and 8 March 2018

For further information and to apply, visit: www.wateradventurecentre.org.uk or contact 0161 301 2673, or email: recruitment@wateradventurecentre.org.uk Deadline: **21 February, 2018 - 17:00**

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.**

AGE UK MANCHESTER

Assistant Chief Executive

35 hours per week (some out of hours work may be required) Salary: £37,200 per annum

Location: 20 St Ann's Square, Manchester

Summary of the role:

An additional post for an experienced professional with the business skills to help manage and grow existing day care, home care and residential care services plus advice, counselling and ageing well activity, all to increase the mental and physical wellbeing of Manchester's older residents. Responsible jointly with the existing Assistant Chief Executive for: Care and support policy and standards - Care and support service delivery - Contributing to corporate governance - Contributing to business development - Deputising as necessary for the Chief Executive.

Purpose of the job:

As a member of the Executive Team, and under the guidance of the charity's Trustees, to promote the Charity's registered objectives, that is "the relief of the elderly in and around the City of Manchester"

As required, to lead the charity's teams responsible for the management and development of Age UK Manchester's day care, home care, residential care, advice, counselling, supporting people, and ageing well services including the preparation and monitoring of relevant business plans, and co-ordinating them with other aspects of the organisation's work

To contribute to the generation of funds to facilitate the work of the charity through cash donations, bequests, grants, charged-for services and trading in donated goods

To help formulate and represent the charity's policies and practices, with commissioners and other agencies, working wherever practicable with other charities with shared interests, in particular Age UK and the other members of the Age England Association

Within all aspects, to ensure that the Code of Conduct, Equal Opportunities, Health and Safety and other policies set out in the Employee Handbook are adhered to **Deadline: 26 February, 2018 (All day)**

For further information and to apply, visit: www.ageukmanchester.gov.uk

SALFORD CARERS SERVICE

Service Manager

35 hours per week Salary: £28,485 - £31,601 per annum (organisational pay review pending)

Location: Salford Carers Centre

The Service Manager will be primarily responsible for the operational management and direction of Salford Carers Service provided by the Gaddum Centre.

The purpose of the job is to manage the Salford Carers Service; ensuring high standards and value for money.

The Service Manager will have responsibility for:

Managing, developing and promoting the Salford Carers Service to provide effective support for unpaid carers in Salford

Managing the staff of Salford Carers Service

Developing the service in line with any contract specifications and Gaddum Centre strategic development plans; local regional and national

Developing and maintaining service user involvement, including but not limited to; forums for carers, feedback and evaluation of services, carers involved in service development

Ensuring Salford Carers Service is delivered within financial budgets.

Supporting the delivery and development of additional projects located with the service

Developing an action plan for income generation in conjunction with Business Development Lead and the Senior Management Team

Interviews will be held week commencing 5 March 2018. Deadline: **26 February, 2018 (All day)**

For further information and to apply, visit: www.gaddumcentre.co.uk/vacancies/

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