

## **JOB VACANCIES**

### **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**

### **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.

Deadline: **15 February, 2018 - 17:00**

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

If you are interested in this vacancy contact Michelle McKinney on 0161 437 0717 or email: [michelle.mckinney@ageukmanchester.org.uk](mailto: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)

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

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/](http://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.

For further information and to apply, visit: [www.salfordcvs.co.uk/salford-cvs-grants-administrator-maternity-cover](http://www.salfordcvs.co.uk/salford-cvs-grants-administrator-maternity-cover) or email: [recruitment@salfordcvs.co.uk](mailto: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.

To request an application pack contact 0161 874 2150, or email: [recruitment@thebha.org.uk](mailto:recruitment@thebha.org.uk)

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

### **WATER ADVENTURE CENTRE**

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

37 hours per week Salary: 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.

For further information and to apply, visit: [www.wateradventurecentre.org.uk](http://www.wateradventurecentre.org.uk) or contact 0161 301 2673, or email: [recruitment@wateradventurecentre.org.uk](mailto: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

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**.

### **THE UNION MMU**

#### **Learning and Development Manager**

Location Manchester Salary £25,582 - £27,601 per annum Full Time Contract Type Permanent

We are looking for a self-motivated learning and development professional with significant experience of a lead role in a Learning and Development function including the roll out and delivery of a Learning and Development programme and the provision of advice and support across a diverse organisation.

Interested? Please visit <https://www.theunionmmu.org/about-us/jobs> for further details

The closing date is **midday on Monday 26th February 2018**

#### **Research & Insight Manager**

Location Manchester Salary £25,582 - £27,601 per annum Full Time Contract Type Permanent

We are looking for a self-motivated research & insights professional with a strong grasp on all aspects of the market research process from designing the methodology through to the analysis and presentation of your findings to a range of stakeholder audiences.

Interested? Please visit <https://www.theunionmmu.org/about-us/job> for further details

The closing date is **midday on Monday 26th February 2018**

### **THE LLOYDS BANK FOUNDATION**

#### **Grant Manager - North West England**

North West England Salary Circa £34,000 plus competitive benefits package Full Time

Contract Type Contract

This is a 12 month fixed term post which is home-based with frequent travel in the region and to the Foundation's London Office. The role requires an individual that has at least 3 years' experience providing support for charities through business development as well as previous experience in undertaking grant assessment and grant management work, with established networks across the voluntary sector and with a good understanding of the environment that small and medium charities are operating in.

The role will include responsibility for contributing to wider Foundation activity including working with colleagues within Lloyds Banking Group, other funders and infrastructure organisations. The Foundation places an emphasis on developing and maintaining relationships with charities so a key aspect of the role involves meeting with charity staff, trustees and beneficiaries.

The post holder will demonstrate sound judgement and will have the ability to initiate and deliver innovative strands of work within the Enhance programme, they will have experience of supplier management and demonstrate strong communications, influencing and negotiating skills.

To apply please provide a CV and cover letter – each no more than two sides of A4. Closes **26 Feb 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.

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](http://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.

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/](http://www.gaddumcentre.co.uk/vacancies/)

### **NORTH WEST AT GOVERNORS FOR SCHOOLS**

#### **Area Manager**

Salary: £24,000 - £28,000 depending on experience Location: Greater Manchester

Governors for Schools is evolving and growing with the leadership of CEO Louise Cooper, who has a background in business and social enterprise. By developing the services offered, and expanding the work with corporate supporters, key partners and within local communities, Governors for Schools are supporting schools to achieve excellent governance. It is an exciting time to be part of the organisation and make a real difference in education.

For further information and to apply, visit: [www.charityjob.co.uk/jobs/governors-for-schools/area-manager-north-west/550760](http://www.charityjob.co.uk/jobs/governors-for-schools/area-manager-north-west/550760) Deadline: **1 March, 2018 (All day)**

### **GADDUM CENTRE**

#### **GDPR Assistant**

35 hours per week Salary: £17,419 per annum (pro rata); NJC Scale Point 16 ( ) Location: Gaddum House and other locations as required

To apply submit a CV and supporting statement (no longer than 2 sides of A4) addressing the person specification.

If you would like to discuss the post, contact Emma Balfe, Business Development Manager on 0161 834 6069, or email: [emma@gaddum.co.uk](mailto:emma@gaddum.co.uk). Deadline: **5 March, 2018 (All day)**

### **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.**

### **PHARMACIST SUPPORT**

#### **Marketing & Communications Administrator**

Location Manchester, Greater Manchester Salary £15-17,000 pa (dependent on experience) plus attractive pension offer Full Time

Contract Type Contract

The charity is seeking a highly organised individual with a minimum of a year's administrative experience to join its existing team in Manchester.

Full details <https://pharmacistsupport.org/about-us/work-for-us/vacancy-marketing-communications-administrator/> Deadline: **5pm, Friday March 9th**

### **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.

For further information, visit: [www.findapprenticeship.service.gov.uk/apprenticeship/-187621](http://www.findapprenticeship.service.gov.uk/apprenticeship/-187621)