

22 June 2009

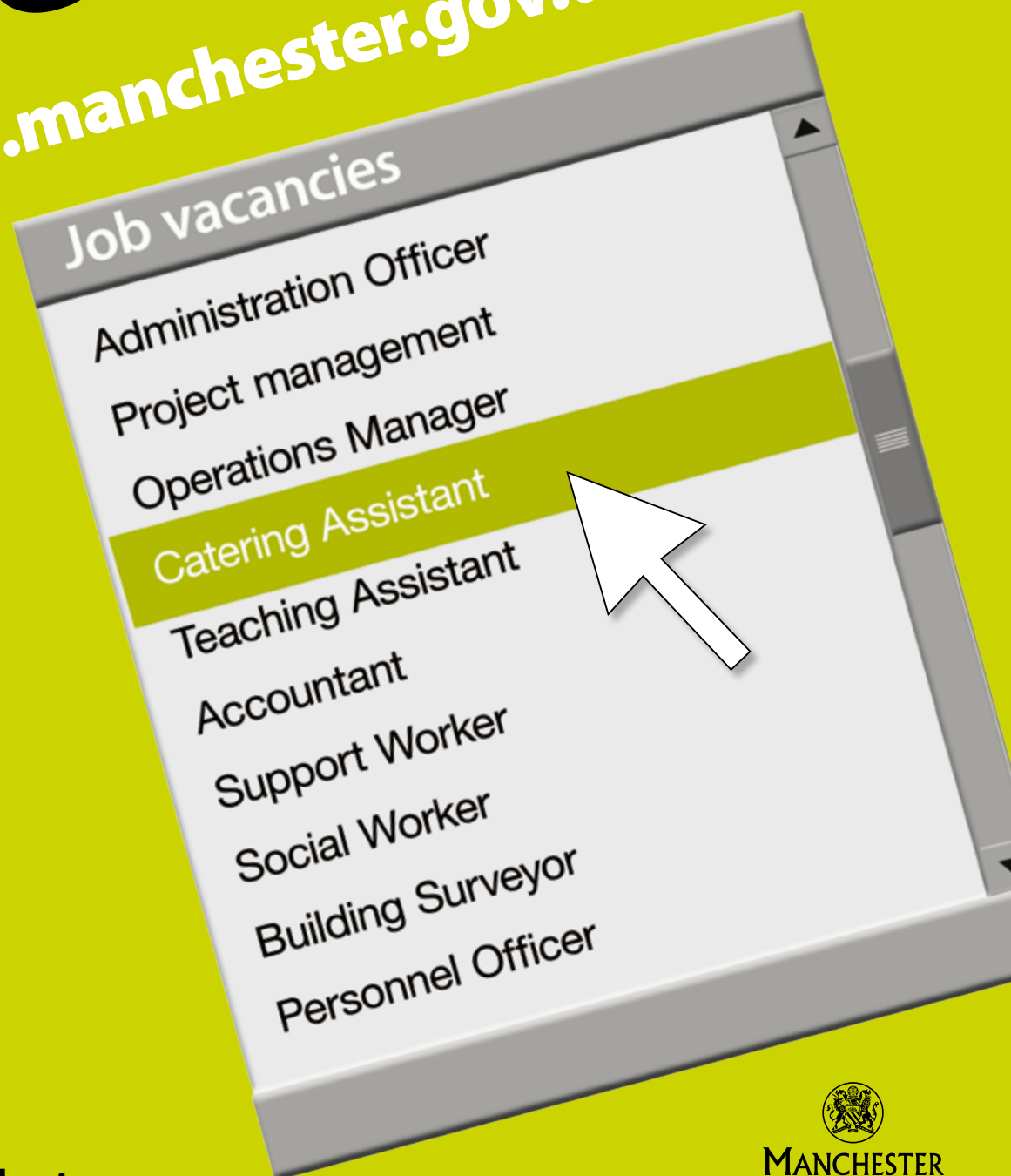
Jobsupdate

First choice for Manchester City Council vacancies



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Working for Manchester City Council

Jobs Update caught up with Jim Birch, Infrastructure Manager for Bereavement Services, who appears on this month's front cover. Here he answers a few questions about his role and why he likes working for the Council...

When did you start working for the Council and what was your first job?

I started nearly 25 years ago as a grave digger at Gorton Cemetery, this job involved digging graves by hand up to a depth of three metres. I have my long term service award next month.

Which service do you work for now?

I still work in the same service, Bereavement Services.

What does your current role involve?

My current role involves managing a team of forty staff across the Council's five cemeteries; this team digs graves, maintains the cemetery grounds, and operates the crematorium. We work to provide an essential service to the bereaved of Manchester.

What training and development opportunities have you received?

Over the years I have received training in all aspects of the operational tasks and management skills. I am also working towards a Diploma in Cemetery and Crematorium Management, which is funded by Manchester City Council.

What do you like about working for the Council?

I like to work for the Council as it is providing an essential service for the bereaved and helping us to become a world-class city we can all be proud of. I enjoy the interaction with the local community and my team. I also like the way the council recognises staff and I was pleased to reach the final three staff of last year's Manager of the Year award.

About Manchester

The north west of England is the UK's largest economic region outside of London. Manchester stands at its heart and is the largest of the ten Greater Manchester districts with a population of approximately 440,000.

Manchester is known throughout the world for its popular culture – football, television and music.

Manchester's community includes people from over seventy different countries and the city has developed as a business centre with strong links to Asia, the USA and to several Commonwealth countries.

There is a large student population of 50,000, including 5,000 from overseas, creating the largest student campus in Europe.

The city continues to develop with the recent extensions of Manchester airport and the Metrolink light railway system, together with the legacies of the Commonwealth Games.

Manchester City Council aims to meet the needs of the local communities and our approach is 'what matters is what works'. Manchester still has neighbourhoods that have serious levels of poverty and deprivation, low skills, poor educational attainment, high levels of crime and ill health and a poor physical environment. The challenges facing us are great, but we aim to meet them.

Our central purpose is to reverse the cycle of decline and build a strong sustainable city for the future for the benefit of all its people.

We employ over 24,000 people with an annual budget of over £500million.

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Policy

Preventing Violent Extremism Delivery Officer

Grade 7 £26,784 to £29,714 (bar at £28,947)
Ref: NB50648318/11

**Location: Crime and Disorder Team, Town Hall Extension,
Manchester M60 2LA**

Hours: 35 per week
Two year fixed-term contract starting August 2009 until 29 July 2011

An exciting opportunity has arisen in the Crime and Disorder Team to tactfully and practically support Manchester's response to the Government's Preventing Violent Extremism priority and the delivery of a Prevent Partnership Delivery Plan.

Our ideal candidate will have a passion for working with Manchester's diverse communities, a good working knowledge of the national CONTEST strategy and experience of working with a range of services. As such, we are seeking a candidate with a range of skills and experiences, who can work in a manner, which is religiously, culturally and ethnically sensitive.

The post holder will be responsible for coordinating and supporting a number of multi agency activities and projects designed to increase the resilience of communities in preventing violent extremism. This will take shape through capacity building and supporting the mainstream, existing partnerships and the voluntary and community sector.

Collaborative working with a wide range of stakeholders inside and outside the Council is essential, so you will have a high level of interpersonal and influencing skills.

For an informal conversation, please contact Samiya Butt, Programme Manager, on 0161 234 3732.

We welcome applications from people wishing to job share.

Apply online www.manchester.gov.uk/jobs. Application forms: 0161 953 2775 or 0161 953 2784. Textphone calls only: 0161 953 2785.

See Recruitment Services for full details on page 18.

Policy and Development Officer

Grade 6 £22,730 to £26,016 (bar at £25,220)
Ref: NB50640533/16

**Location: Parkside Centre, Sheepfoot Lane,
Prestwich, Manchester, M25 0BW**

Hours: 35 per week
Permanent

The North West Regional Strategic Migration Partnership is sponsored by the Home Office and administered by Manchester City Council. It brings together organisations from the statutory, voluntary, community and private sectors who work with international migrants, to assist those organisations in strategic planning and decision making.

We have vacancies for two Policy and Development Officers with a background in research and policy development.

Applicants should have the following:

- Ability to extract, interpret and analyse complex data and information, and to develop appropriate recommendations
- Being proactive in developing multi-agency alliances and partnerships
- Ability to develop innovative solutions to complex problems
- Tact diplomacy and proven negotiating skills
- Political awareness
- Experience of preparing and presenting written reports
- Experience of working with a large number of partner agencies from all sectors
- Proven communication skills across a range of media
- An understanding of international migration and its legislative context.

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See Recruitment Services for full details on page 18.

"Jobs Update has proven to be a cost-effective and useful method of recruitment for local vacancies.

Particular mention from the Executive team went to the quality of the Director advert."

Source: Creative Support
m-four Advertising Response Analysis survey
August 2007

Legal

See the Administrative/Secretarial/Clerical column for full details of the Administrative Assistant – Coroner’s Office

Grade 3 £14,891 to £16,278 (bar at £15,895) pro rata
Ref: NB50645939/11

Legal Officer

Grade 6 £22,730 to £26,016 (bar at £25,220)
Ref: NB50643100/11

Location: Town Hall Complex, Manchester, M60 2LA
Hours: 35 per week
Fixed-term Contract for 12 Months

An exciting new opportunity has arisen for a Disclosure Officer within the Children’s Services (Legal) Group in the Legal Services Division.

A new joint protocol between Manchester City Council and GMP has been developed in order to manage issues of disclosure of Children’s Services records to Greater Manchester Police (GMP). The protocol will apply when GMP are investigating or prosecuting offences against a child/ children who are known to Children’s Services.

The protocol is to be piloted, initially for a 12 month period.

The role of the Disclosure Officer will be to trace all records held by Children’s Services, review them and make decisions concerning disclosure in accordance with the legal framework.

Ability to understand and comply with a legal framework is required together with an ability to manage large volumes of paperwork. A “can do” approach and flexibility will be essential.

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Social/Care/Community Work/Educational Support

Social Worker, Cystic Fibrosis x 2 posts

Scale 6/P01 £22,001 to £29,714
Ref: NB50645395/16

This post has been evaluated via the NJC Job Evaluation Scheme. The evaluation has not yet been implemented and the grade may be subject to change.

Location: Wythenshawe Hospital, Wythenshawe, Manchester M23 9LT
Hours: 35 per week
Permanent

Following the departure of the post holder to an NHS Counselling job and the provision of funding for a further Social Work Post this is a rare opportunity for two qualified Social Workers to apply for these Regional health-funded posts.

- The post holders will work in the Manchester Adult Cystic Fibrosis Centre at Wythenshawe Hospital as an integral and valued member of a Multi-disciplinary Team, which includes doctors, specialist nurses, physiotherapists, dieticians, and a psychologist. The Cystic Fibrosis Centre currently has an 11-bed ward and shared out-patient facilities but expects to move into a new 22-bed ward and a new dedicated out-patient clinic in summer 2009.
- This MD Team provides a service to patients living throughout the NW Region and it is expected that the Social Worker will provide support to patients both in the hospital and the home setting. Currently over 350 patients attend this Regional Centre and all have access to the social work team of 3 social workers and 1 senior social worker.
- The post offers the opportunity to develop the assessment, welfare rights and counselling skills needed to support this group of patients and their carers. Regular long-term contact is a feature of the job and in-depth casework with complex individuals will be required. There will also be some joint working with the Centre’s psychologist and transitional work with Paediatric Centres in the NW Region.

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We’re supporting

Age Positive

AGE POSI+IVE

Manchester City Council is committed to the principles of age diversity and is supporting the Department for Work and Pensions’ Age Positive Campaign

Management Information Manager

Grade 7 £26,784 to £29,714 (bar at £28,947)
Ref: NB50644259/16

Location: Heathfield Resource Centre, Heathfield Street, Newton Heath, Manchester M40 1LF

Hours: 35 per week

Permanent

The Re-ablement team provide a short term, up to 6 weeks, service to adults across the city that need help in regaining their independence. The service is passionate about its customers and supporting them to achieve their own goals and outcomes which in turn, enable them to remain living independently at home. Re-ablement is a new service, at the heart of the Adult Social Care Programme for change and is leading player in the delivery of the personalisation agenda. To help the service in achieving its new standards, efficiencies and customer outcomes we are seeking an Information Manager to manage the business support function.

You will report to the Head of Service, be responsible for managing the production of accurate and timely performance management information which will be used to drive forward improvements in process, staff and operating models. You will use an existing electronic monitoring system and develop further solutions where necessary. You will monitor service inputs and outputs and work with service managers to achieve agreed service standards.

You will have worked in a similar role, setting up new systems and solutions. Preferably, but not essentially, have used an electronic monitoring solution, will have experience of managing and influencing staff at all levels and be able to demonstrate the ability to manipulate data in office software applications.

The position is based in the North of the city but has a city wide remit and will require regular visits to our other sites.

We welcome applications from people wishing to job share.

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See Recruitment Services for full details on page 18.

Extended Schools Remodelling Consultant

Grade 9 £35,079 to £38,575 (bar at £37,665)
Ref: NB50611783/17

Location: 4th floor, Fujitsu Tower, Wenlock Way West Gorton, Manchester M12 5DR

Hours: 35 per week

Fixed-term until 31 March 2011

We are looking for a skilled person with a background in health, education, youth, social care or the voluntary sector along with experience of working with schools. You will work with and support schools across Manchester to meet targets for implementation of the 'Extended Schools Core Offer'. This requires effective multi-agency working with key stakeholders involved in the delivery of integrated children's services as part of the 'Every Child Matters: Change for Children' agenda.

The work is fast-paced and pressurised with challenging targets for delivery and requires flexibility, stamina, commitment, confidence and excellent communication skills.

Applicants must possess detailed knowledge and understanding of key policies and legislation related to Extended Schools and school improvement and a good understanding of the barriers to learning. They are also expected to hold a relevant degree or equivalent qualification in a related discipline such as health, education or social care.

The successful candidate will form part of a team alongside six other Remodelling Consultants and will take responsibility for a geographical area as well as taking a strategic lead on a thematic area of work or a specific project.

We welcome applications from people wishing to job share.

Apply online www.manchester.gov.uk/jobs. Application forms: 0161 953 2775 or 0161 953 2784. Textphone calls only: 0161 953 2785.

See Recruitment Services for full details on page 18.

Jobsupdate

Over 14,000 copies of Jobs Update are printed each issue and we have a readership of over 50,000 people.

If you have a vacancy and would like to advertise it in Jobs Update, please contact: Nick Boyle on 0161 234 3076 for availability and rates.

Manchester City Advertising, Town Hall Extension, Manchester M60 2LA.

email: n.boyle@manchester.gov.uk

This is a rare opportunity to be part of a team and to develop roles that are new to Manchester City Council, Homelessness Services. In April 2009 a purpose built hostel was completed, which consists of 8 self-contained units to be used as temporary accommodation for homeless families who have experienced domestic abuse. The service is funded by Supporting People and is a designated Domestic Violence Project.

Team Leader

Grade 7 £26,784 to £29,714 (bar at £28,947)
Ref: NB50644220/16

Location: South Manchester
Hours: 35 per week
Permanent

As Team Leader you will have responsibility for the service and staff and as a 24-hour service, you will have a key role in the success of this new provision. Working closely with resident families and their support workers, you will be responsible for Safeguarding and Child protection as well as delivering successful outcomes for the families.

To achieve this it is essential that you can develop links with multi agencies and work with these agencies for the health, safety, educational and economic well being of all the families within the hostel.

The post holder will have knowledge/experience of a 24-hour hostel service. An awareness of child protection is also required.

This post is open to women only being exempt under the Sex Discrimination Act 1975 Section 7 (2) (b) and (e). The work involves providing support to service users in a female only hostel.

We welcome applications from people wishing to job share.

Apply online www.manchester.gov.uk/jobs. Application forms: 0161 953 2775 or 0161 953 2784. Textphone calls only: 0161 953 2785. See Recruitment Services for full details on page 18.

Support Assistant x 8 posts

Grade 4 £16,663 to £18,937 (bar at £18,270)
Ref: NB50643822/16

Location: South Manchester
Hours: 35 per week on a rota basis
Permanent

As a Support Assistant you will have front-line, direct involvement with resident families. Support Assistants will provide a 24-hour presence (working shifts on a rota basis) and will have a key role in the success of this new provision.

Working closely with resident families and their Support Workers, you would be given specific support-related tasks. You would be the first point of contact for families and would deal directly with most routine issues. You would also have a number of practical duties, such as safety and security checks and preparing flats for let.

If you are looking for interest, variety, innovation and some independence in your work, this is the job for you. If you are looking for career progression, this job will provide an excellent grounding and entry into support work. If you enjoy working with people, like a varied and hands-on workload, and are committed high-quality homelessness services we want to hear from you. We would welcome enquiries from anyone interested in these posts.

Please contact Sheila Horgan on 0161 219 2914 if you would like further information or discussion.

This post is open to women only being exempt under the Sex Discrimination Act 1975 Section 7 (2) (b) and (e). The work involves providing support to service users in a female only hostel.

We welcome applications from people wishing to job share.

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Hospitality/Catering/ Domestic/Cleaning

Unit Catering Manager x 3 posts

Grade 4 £9.13 to £10.38 (bar at £10.01) per hour
Ref: NB50644570/20

Post 1: St Peter's RC Primary School, Firbank Road, Newall Green, Manchester M23 2YS

Hours: 27.5 per week, term-time only
Permanent

Post 2: Ringway Primary School, Rossett Avenue, Wythenshawe, Manchester M20 0WW

Hours: 27.5 per week, term-time only
Permanent

Ref: NB50644763/20

Post 3: Our Lady's RC Primary School, Whalley Road, Whalley Range, Manchester M16 8AW

Hours: 27.5 per week (8.30am – 2pm Monday to Friday), term-time only
Permanent

To ensure the cost effective and efficient running of the catering service, maintaining the highest standards of food preparation, presentation and service. You will produce a meal in accordance with the specification and complete the appropriate returns and records.

You must hold a qualification in food preparation and cooking at NVQ level 2; and hold/be willing to work towards a qualification in hospitality supervision at NVQ level 3 or an equivalent qualification.

Apply online www.manchester.gov.uk/jobs. Application forms: 0161 953 2775 or 0161 953 2784. Textphone calls only: 0161 953 2785. See Recruitment Services for full details on page 18.

Casual Catering Assistant

Grade 1 £6.76 to £6.92 (bar at £6.76) per hour
Ref: NB50648610/20

Location: Town Hall, Albert Square, Manchester M60 2LA
Hours: Casual/Supply

The ideal candidate will preferably have knowledge of food and beverage service and will be required to have strong customer service skills.

Whilst no formal qualifications are required you should have knowledge of the following:

- Basic hygiene and Health and Safety
- Working as part of a team
- Experience of working in catering.

Applications will only be considered from people permanently resident within the boundaries of the City of Manchester.

Apply online www.manchester.gov.uk/jobs. Application forms: 0161 953 2775 or 0161 953 2784. Textphone calls only: 0161 953 2785. See Recruitment Services for full details on page 18.

Catering Assistant x 5 posts

Grade 1 £6.76 to £6.92 (bar at £6.76) per hour
Ref: NB50644452/20

Permanent. Term-time only positions available at:
Post 1: Cavendish Primary School, Cavendish Road, West Didsbury, Manchester M20 1JG
9 hours per week.

Post 2: St John Fisher/Thomas Moore Primary School, Woodhouse Lane, Benchill, Manchester M22 9NW
7.75 hours per week.

Post 3: Sacred Heart Primary School, Floatshall Road, Baguley, Manchester M23 1HP
5.25 hours per week.

Post 4: Peel Hall Primary School, Ashurst Road, Peel Hall, Manchester M22 5AU
9.75 hours per week.

Post 5: St Anthony's RC Primary School, Dunkery Road, Woodhouse Park, Manchester M22 0NT
11.5 hours per week.

Working as a member of a lively, dedicated team, you will be involved in the preparation and serving of meals, setting up and clearing dining areas together with washing up and cleaning within the kitchen.

The opportunity to train for appropriate qualifications will be provided.

Applications will only be considered from people permanently resident within the boundaries of the City of Manchester.

Apply online www.manchester.gov.uk/jobs. Application forms: 0161 953 2775 or 0161 953 2784. Textphone calls only: 0161 953 2785.

See Recruitment Services for full details on page 18.

Catering Assistant x 2 posts

Grade 1 £6.76 to £6.92 (bar at £6.76) per hour
Ref: NB50638444/20

Permanent posts available at:

Post 1: Green End Primary School, Burnage Lane, Burnage, Manchester M19 1DR
Hours: 10 per week. Term-time only

Post 2: Chorlton High School, Nell Lane, Chorlton, Manchester M21 7SL
Hours: 20 per week, term-time only

Working as a member of a lively, dedicated team, you will be involved in the preparation and serving of meals, setting up and clearing dining areas together with washing up and cleaning within the kitchen.

The opportunity to train for appropriate qualifications will be provided.

Applications will only be considered from people permanently resident within the boundaries of the City of Manchester.

Apply online www.manchester.gov.uk/jobs. Application forms: 0161 953 2775 or 0161 953 2784. Textphone calls only: 0161 953 2785.

See Recruitment Services for full details on page 18.

Building Attendant

Grade 2 £13,027 to £14,587 (bar at £13,703) pro rata
Ref: NB506444002/16

Location: Old Moat Sure Start Children's Centre, Old Moat Lane, Withington, Manchester, M20 1DE
Hours: 17.5 per week, some evening and weekend working required
Permanent

We are looking for a Building Attendant to provide a welcoming service for users of the Children's Centre. The position requires provision of cleaning, minor repairs and maintenance, generally ensuring that all requirements are met in a professional and efficient manner. Successful candidate will be ready to work flexible hours to meet the needs of community groups.

You will have responsibility for setting up and clearing away after groups and activities, ensuring that the centre is clean, tidy and welcoming for visitors. Working as part of a team you will make full use of your warm, friendly manner and excellent communication skills. You will be expected to handle telephone and face-to-face enquiries effectively. Training would be available to successful candidate.

Applications will only be considered from people permanently resident within the boundaries of the City of Manchester.

Apply online www.manchester.gov.uk/jobs. Application forms: 0161 953 2775 or 0161 953 2784. Textphone calls only: 0161 953 2785.

See Recruitment Services for full details on page 18.

Environment

Local Services Manager

Grade 7 £26,784 to £29,714 (bar at £28,947)
Ref: NB50644590/02

Location: Longley Lane, Sharston, Manchester, M22 4RQ
Hours: 35 per week
Permanent

Street Scene are looking to recruit an experienced and adaptable Local Service Manager. The location will be dependent on the results of an internal review of current demands and staff deployment.

The role involves front line management of a large operational workforce deployed on a variety of direct service tasks and some project work. A large proportion of the time is spent directly supervising staff on site.

The primary role of the Street Scene Group is to perform Street Cleansing and Grounds Maintenance duties although the department also perform fly tipping removal, graffiti removal and a wide range of similar direct services.

The core contacts within the role are other Street Scene Managers and staff directly reporting to the postholder but the role also involves frequent contact with other MCC partners, non MCC partners, elected members, residents and representatives of businesses.

Whilst this role will be initially based at one depot the postholder may be required to operate from any of the departments offices across the city.

The core operational hours are Monday to Friday 07:00 to 14:30 but frequent out of hours attendance is required to support the departments other operations and to attend meetings with partners and residents group.

We welcome applications from people wishing to job share.

Apply online www.manchester.gov.uk/jobs. Application forms: 0161 953 2775 or 0161 953 2784. Textphone calls only: 0161 953 2785.

See Recruitment Services for full details on page 18.

Street Environment Manager x 3 posts

Grade 7 £26,784 to £29,714 (bar at £28,947)
Ref: NB50645390/02

Location: Harpurhey, Old Moat or Hulme
Hours: 35 per week
Permanent

Are you Proud of Manchester?

Do you despise litter?

Then you may be the person we are looking for.

In 2004 Manchester City Council employed a number of Street Environment Managers to work with local communities and businesses to improve their local environment. The team tackles environmental crimes such as littering, flytipping as well as taking action to clear local eyesores. It also organises community events and monitors the performance of other services. Building on this success and as part of our ongoing commitment to creating a cleaner, safer, greener Manchester three further posts have been created in this dynamic and exciting team.

If you like working outdoors rather than behind a desk and are willing to challenge and take action against environmental criminals and enjoy working with residents then apply for this job!

We welcome applications from people wishing to job share.

Apply online www.manchester.gov.uk/jobs. Application forms: 0161 953 2775 or 0161 953 2784. Textphone calls only: 0161 953 2785.

See Recruitment Services for full details on page 18.

ICT

Digital Development Project Support Officer

Grade 4 £16,663 to £18,937 (bar at £18,270)
Ref: NB50641649/11

Location: MDDA, 117-119 Portland Street, Manchester, M1 6ED
Hours: 35 per week
Permanent

Manchester Digital Development Agency - MDDA is looking for a committed individual to assist the delivery of the Digital Strategy for Manchester and other initiatives promoting the use of technology to combat social exclusion.

The role will involve day-to-day ICT support to MDDA's office, meeting rooms and staff, and assisting in the administration, monitoring, evaluation and delivery of projects.

The role will also involve direct liaison with organisations from the digital business, arts and third sectors to support the delivery of MDDA's programme of work.

We welcome applications from people wishing to job share.

Apply online www.manchester.gov.uk/jobs. Application forms: 0161 953 2775 or 0161 953 2784. Textphone calls only: 0161 953 2785.

See Recruitment Services for full details on page 18.

Child Care/Play/ Youth Workers

Centre Worker Level 3

Grade 4 £16,663 to £18,937 (bar at £18,270)
Ref: NB50645199/16

Location: Scout Drive Children's Centre, Scout Drive, Newall Green, Wythenshawe, Manchester, M23 2SY
Hours: 35 per week
Permanent

We require a centre worker with experience of working with children from six months to five years.

A level 3 Childcare qualification is required. You must be able to provide a rich stimulating environment meeting all basic needs for the children in your care. Working as part of a team you must be able to monitor and record information.

You will provide positive experiences for children and their families and the local community.

We welcome applications from people wishing to job share.

Apply online www.manchester.gov.uk/jobs. Application forms: 0161 953 2775 or 0161 953 2784. Textphone calls only: 0161 953 2785.

See Recruitment Services for full details on page 18.

Centre Worker Level 2 x 5 posts

Grade 3 £14,891 to £16,278 (bar at £15,895)
Ref: NB50645197/16

Location: Scout Drive Children's Centre, Scout Drive, Newall Green, Wythenshawe, Manchester, M23 2SY
Hours: 35 per week (4 posts) and 17.5 per week (1 post)
Permanent

We require reliable centre workers who are qualified to NVQ 2 or equivalent who have experience of working with children from six months to five years old.

You must be able to provide a rich stimulating environment meeting all basic needs for the children in your care. Working as part of a team you must be able to monitor and record to meet individual and group needs.

You will provide positive experiences for children and their families and the local community.

Applications will only be considered from people permanently resident within the boundaries of the City of Manchester.

We welcome applications from people wishing to job share.

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See Recruitment Services for full details on page 18.

Stonewall



**Manchester City Council is proud
to be recognised as a diversity champion,
promoting equality and supporting employees**

Centre Worker Level 2 x 1.5 posts

Grade 3 £14,891 to £16,278 (bar at £15,895) pro rata
Ref: NB50645420/16

Location: Benchill Childrens Centre, Brookfield Gardens, Benchill, Manchester M22 8ZZ

Hours: 1 post: 35 per week 1 post: 17.5 per week

Permanent

We require childcare workers with experience of working with children from six months to five years old.

You must be able to provide a rich stimulating environment which meets all the basic needs of the children in your care. Working as part of an extended team you must be able to monitor, record and plan to meet individual and group needs. You should have the ability to provide positive experiences for children, their families and the local community.

A Level 2 qualification in childcare is required.

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We welcome applications from people wishing to job share.

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See Recruitment Services for full details on page 18.

Youth Contact Worker

Scale 4/5 £16,991 to £21,306 pro rata
Ref: NB50638196/17

This post has been evaluated via the NJC Job Evaluation Scheme. The evaluation has not yet been implemented and the grade may be subject to change.

Location: Manchester Youth Service, Fujitsu Tower, Wenlock Way, Gorton, Manchester M12 5DR

Hours: 6 per week. Weekends and Friday and Saturday evenings
Fixed-term until 31 March 2010

The Youth Contact Team is looking for flexible part-time youth workers to assist Youth Contact Officers in the development and delivery of their work across the City, aiming to reduce the reported incidents of youth nuisance.

Duties include:

- Developing relationships with young people
- Developing issue-based work with young people
- Promoting provision, activities and events through Outreach/Detached work at times of youth peak offending, particularly Friday and Saturday evenings
- Work with existing youth work staff (statutory and voluntary) to support and develop existing provision.

Apply online www.manchester.gov.uk/jobs. Application forms: 0161 953 2775 or 0161 953 2784. Textphone calls only: 0161 953 2785. See Recruitment Services for full details on page 18.

Administrative/ Secretarial/Clerical

Performance and Monitoring Support Officer

Grade 4 £16,663 to £18,937 (bar at £18,270)
Ref: NB50629531/12

Location: Manchester Art Gallery, Mosley Street, Manchester, M2 3JL

Hours: 35 per week

Fixed-term until 31 March 2011

This important post is responsible for supporting the Renaissance North West team through administrative support, performance and financial data collection and performance monitoring. It supports the delivery, review and accountability of the Renaissance North West and Raising the Game Programmes. The post holder supports the dispersed Renaissance North West team, and works closely with the Performance and Monitoring Manager in reporting performance and financial management information to the Regional Renaissance Board and Raising the Game Programme Steering Group. The post supports the implementation of agreed accounting practices, budgetary control, financial reporting and risk management systems for Renaissance North West and its strategic partners.

The Performance and Monitoring Support Officer will be an experienced, well-organised and dynamic individual, with the drive to complete tasks to required timescales and quality standards. You will be an effective team worker who is highly self-motivated, can balance a range of priorities and adapt to changing workload demands and organisational challenges. You will have excellent communication and interpersonal skills for working with a wide range of contacts.

For an informal discussion please contact Emma Anderson, Renaissance North West Manager on 0161 235 8822.

Interviews for this post will take place on Thursday 23 July at Manchester Art Gallery.

We welcome applications from people wishing to job share.

Apply online www.manchester.gov.uk/jobs. Application forms: 0161 953 2775 or 0161 953 2784. Textphone calls only: 0161 953 2785.

See Recruitment Services for full details on page 18.

Jobsupdate

Over 14,000 copies of Jobs Update are printed each issue and we have a readership of over 50,000 people.

If you have a vacancy and would like to advertise it in Jobs Update, please contact: Nick Boyle on 0161 234 3076 for availability and rates.

Manchester City Advertising, Town Hall Extension, Manchester M60 2LA.

email: n.boyle@manchester.gov.uk

Administrative Assistant – Coroner’s Office

Grade 3 £14,891 to £16,278 (bar at £15,895) pro rata
Ref: NB50645939/11

Location: Coroner’s Office, Crown Square, Manchester M60 1PR
Hours: 17.5 per week, Week 1: Monday, Tuesday and Wednesday 7 hours per day, Week 2: Monday, Tuesday 7 hours per day.
Permanent

Working in a busy office, you will be responsible for receiving visitors to the Coroner’s court, administering oaths/affirmations to witnesses and juries, and providing admin support to the court. You will also provide audio typing and admin cover for the Coroner in the absence of his secretary or when demand requires it.

Death affects people in different ways and it can be a very difficult time for those touched by bereavement. How you interact with those who come into contact with our office and the standard of service you provide can make a defining impact on how the families involved cope with their loss.

This is a jobshare post and the successful candidate will work on a two week rota of:

- Week 1: Monday, Tuesday and Wednesday 7 hours per day
- Week 2: Monday, Tuesday 7 hours per day, in rotation with the other job share post holder.

Applications will only be considered from people permanently resident within the boundaries of the City of Manchester.

Apply online www.manchester.gov.uk/jobs. Application forms: 0161 953 2775 or 0161 953 2784. Textphone calls only: 0161 953 2785.

See Recruitment Services for full details on page 18.

Administration Officer Level 1

Grade 3 £14,891 to £16,278 (bar at £15,895) pro rata
Ref: NB50645326/16

Location: Harpurhey District Office, 8 Moston Lane, Harpurhey, Manchester. M9 4DP
Hours: 17.5 per week (3.5 hours per day Monday to Friday)
Permanent

We are looking to appoint Administration Officers to work within busy admin teams. You will be required to work as part of a team, constantly working to deadlines. The main purpose of the job is to provide a comprehensive and responsive administrative, financial and telephone/reception service to operational teams. Although the posts are based within specific offices, you may be expected to work at other locations depending on the needs of the Service. The work is varied and you will be required to perform general clerical duties including maintaining stationery provisions, opening/collection and distribution of mail, ordering goods and services for the office, servicing and minuting meetings as appropriate, filing, faxing and photocopying as well as many other varied and interesting duties. You will be expected to produce typed documents, to a high standard following departmental guidelines.

You will need to possess excellent communication skills and be computer-literate with a working knowledge of spreadsheet and database applications. You will also need to possess excellent personal and organisational skills and need to be willing to pursue your own personal development and take full advantage of training provided as well as being willing to participate in new initiatives and changes in service delivery.

If you have the ability and skills for this post we look forward to hearing from you. Applications will only be considered from people permanently resident within the boundaries of the City of Manchester.

Apply online www.manchester.gov.uk/jobs. Application forms: 0161 953 2775 or 0161 953 2784. Textphone calls only: 0161 953 2785.

See Recruitment Services for full details on page 18.

Administrative Assistant

Grade 3 £14,891 to £16,278 (bar at £15,895) pro rata
Ref: NB50645485/05

Location: Hammerstone Road Depot, Gorton, Manchester, M18 8EQ
Hours: 17.5 per week (Thursday/Friday alternate Wednesdays).

Job Share
Permanent

An opportunity has arisen for a competent administrator to join the Occupational Health Service on a job share basis.

Supporting the overall function of Occupational Health you will be part of a busy fast paced team and will be expected to provide a high level support to Occupational Health Nurses and undertake general office based administrative duties.

A professional and flexible attitude to work is essential.

Applications will only be considered from people permanently resident within the boundaries of the City of Manchester.

Apply online www.manchester.gov.uk/jobs. Application forms: 0161 953 2775 or 0161 953 2784. Textphone calls only: 0161 953 2785.

See Recruitment Services for full details on page 18.

Administrative Officer Level 2 x 3 posts

Grade 4 £16,663 to £18,937 (bar at £18,270) pro rata
Ref: NB50645568/16

Post 1: Northwards Housing Office, 549 Cheetham Hill Road, Cheetham, Manchester, M8 9NW
Hours: 17.5 per week (3.5 hours per day Monday to Friday)

Post 2: Gorton Housing Office, 128 Mount Road, Gorton, Manchester, M18 7GS with a possible relocation to Ardwick
Hours: 17.5 per week (3.5 hours per day Monday to Friday)

Post 3: Independent Domestic Violence Advisory Service, Heron House, Brazennose Street, Manchester, M2 5HD
Hours: 22.5 per week (10am–3pm, with 30 minutes lunch, Monday to Friday)
Permanent

Manchester Advice is looking for enthusiastic and self-motivated support staff to join our administration team in order to provide high quality, consistent but flexible administrative services to advice and information teams across the city. We’re looking for people to join us who can communicate in an effective, courteous and sensitive way with members of the public and others, and also have the necessary high quality ICT and organisational skills and abilities to provide a comprehensive and responsive administrative service to front-line advisers, managers and other team members.

We’re looking for people with high levels of drive and commitment who are able to work co-operatively and flexibly as a team and have the desire to assist our organisation to improve the quality of life of Manchester residents.

Apply online www.manchester.gov.uk/jobs. Application forms: 0161 953 2775 or 0161 953 2784. Textphone calls only: 0161 953 2785.

See Recruitment Services for full details on page 18.

The closing date for jobs within the Manchester City Council section, in this issue is 13 July 2009 unless otherwise stated. Please see page 18 for application details.

Administrative Officer

Grade 3 £14,891 to £16,278 (bar at £15,895)
Ref: NB50637645/11

Location: Town Hall Complex, Manchester, M60 2LA

Hours: 35 per week

Permanent

The grade awarded to this post is part of the transitional arrangements for implementing revised pay and grading arrangements utilising the national job evaluation scheme. The salary will be subject to review within 12 months.

As part of the Corporate Performance Group, the Business Support Team has recently undergone a restructure and a post has become available.

The Administrative Officer will report to the Business Support Assistant Team Leaders.

The successful candidate will undertake various administrative duties to support all the services within Corporate Performance and Organisational Development teams. You will ensure the smooth running of the office and be able to respond to tight deadlines ensuring the highest of standards are met.

For this post, we are seeking the individual who has:

- Experience of working in a very busy office environment
- Experience of taking minutes at small and large meetings
- Excellent written and verbal communications skills
- Excellent organisational skills
- Ability to work unsupervised and prioritise workloads to tight deadlines
- Experience of working as a member of a team
- A methodical approach to problem solving
- Excellent telephone manner
- Experience of dealing with and resolving difficult enquires both face to face and over the telephone
- Experience of arranging meetings and events at a corporate level
- Excellent computer skills including experience of using Microsoft Office
- Ability to maintain financial systems such as staff expense claims, requisitioning and processing invoices
- An excellent understanding of and experience of delivering outstanding customer care.

Applications will only be considered from people permanently resident within the boundaries of the City of Manchester.

We welcome applications from people wishing to job share.

Apply online www.manchester.gov.uk/jobs. Application forms: 0161 953 2775 or 0161 953 2784. Textphone calls only: 0161 953 2785.

See Recruitment Services for full details on page 18.

Action for Young People



Manchester City Council is committed to enabling young people to reach their full potential by providing development opportunities, such as work placements and mock interviews, in preparation for work.

Schools

Ashgate Primary Specialist Support School
Crossacres Road, Peel Hall, Wythenshawe,
Manchester M22 5DR
Tel: 0161 219 6642

Lunchtime Support Assistants

Salary: Grade 2 Points 8–11 (£13,027–£14,587 pending pay award) pro rata

7½ hours per week between 11.45am and 1.15pm during term-time
Required immediately

Ashgate School requires Lunchtime Organisers to join our team of lunchtime staff.

All applicants must have CRB enhanced clearance before taking up the post.

Closing date: Friday 10 July 2009.

For an application form and further details contact the Administrator at the school.

Camberwell Park Specialist Support School
Bank House Road, Blackley, Manchester M9 8LT
Telephone: 0161 740 1897
Email: admin@camberwellpark.manchester.sch.uk
Headteacher: Ms M Isherwood

Camberwell Park is a special school which caters for 91 pupils with a wide range of learning difficulties and disabilities from the ages of 2–11. We are looking for two senior teaching assistants (Grade 6) to develop aspects of whole school practice. HLTA status or commitment to the qualification is an advantage, and a teaching assistant Level 3 (Grade 5) to work within the classroom under the direction of the class teacher.

Teaching Assistant x 2 posts

TA Level 4 Special/Additional Needs, Teaching & Learning,
Grade 6 Points 27–31 (£22,730–£26,016 pending pay award)
pro-rata, TTO

Post 1: 35 hours per week

The postholder will be required to fulfil all aspects of the Level 4 job description including a percentage of specified teaching work in the school and a particular focus on supporting the school's role in outreach and inclusion role within school and to mainstream schools in the district.

Post 2: 17.5 hours per week

The postholder will be required to fulfil all aspects of the Level 4 job description including a percentage of specified teaching work in the school and key responsibilities in relation to other aspects of whole-school development.

Teaching Assistant

TA Level 3 Special/Additional Needs, Teaching & Learning,
Grade 5 points 22–26 (£19,427 - £22,001 pending pay award)
pro-rata, TTO

35 hours per week

The postholder will be required to fulfil all aspects of the Level 3 job description and work under the direction of the class teacher.

Application packs are available from the school

Closing date: Friday 3 July 2009 at 12 noon

Interviews: Wednesday 8 July 2009

Chapel Street Primary School,
Levenshulme, Manchester M19 3GH
Headteacher: Mr Jonathan Power
Telephone: 0161 224 1269
Email: admin@chapelstreet.manchester.sch.uk
NoR: 477

Lead Family Worker

APT&C Scale 6 Points 26–28 (£22,001–£23,473 pending pay award) subject to job evaluation.

Full-time, permanent – from 1 September 2009, or as soon as possible thereafter.

We require a family worker to play the lead role on our developing Family Work Team.

Applications are invited from suitably experienced and qualified family workers with:

- passion for wanting the very best for each child
- outstanding communication, organisational and teamwork skills
- genuine sensitivity towards the circumstances of our families
- high motivation to work in our very special, inclusive and multicultural school.

Potential applicants are warmly invited to visit our school by arrangement with the Inclusion Manager, Sally Walker-Smith.

Application forms and further details are available from, and should be returned to, the school.

Closing date: Thursday July 2 at 12noon

Sandilands Community Primary School
Wendover Road, Wythenshawe, Manchester M23 9JX
Tel: 0161 973 6887
Email: admin@sandilands.manchester.sch.uk
Headteacher: Joan Grant

Teaching Assistants x 2 posts

Grade TA Level 1, Grade 2, points 8–11
(£13,027–£14,587 pending pay award) pro rata

Post 1: One year contract (September 2009 – July 2010)

Post 1: Two terms contract (September 2009 – March 2010)

32.5 Hours per week, term-time only

Temporary

The governors are looking to appoint two enthusiastic and motivated teaching assistants to join the large and friendly staff team at Sandilands. The post holders will be working with children across the school and this will include learning support for children with special education needs.

Excellent literacy and numeracy skills are essential.

Please email the school for further details, job description and application form.

Email: admin@sandilands.manchester.sch.uk

Closing date: 12 noon on Friday 10 July 2009

St Augustine's CE Primary School
St Augustine Street, Monsall, Manchester M40 8PL
Headteacher: Ms Cath Potter
Telephone: 0161 205 2812
Fax: 0161 205 0793
Email: admin@st-augustines.manchester.sch.uk
Website: www.st-augustinesceprimary.ik.org

Administrative Support Assistant

Grade 2 Points 8–11 (£13,027–£14,587 pending pay award) (pro rata).

20 hours a week. 8.30am–12.30pm Monday–Friday, term-time only for 38 weeks.

Required for September 2009.

The governors of St Augustine's CE Primary School wish to appoint a well-organised and efficient Admin Support Assistant to support the running of the small but busy school office.

The successful applicant will provide routine clerical, administrative and reception duties and have excellent communication skills and good ICT skills.

The post is subject to an enhanced CRB check.

Application form, person specification and job description are available electronically from admin@st-augustines.manchester.sch.uk or by phone 0161 205 2812.

Closing date: 12noon on 3 July 2009

Shortlisting: 7 July 2009

Interview: 10 July 2009

Teaching Assistant x 2 posts

Level 1 Grade 2 Points 8–11 (£13,027–£14,587 pay award pending) pro rata

25 hours per week, term-time only

Temporary, initially for one year

Required for September 2009

We require two teaching assistants with NVQ Level 2 in Childcare to work with pupils with a Statement of Provision for their Special Educational Needs (SEN).

The successful candidate will be expected to work 1:1 with a pupil in either Key Stage One or Key Stage Two. They will also support the pupil through small group work following targets from their ILP/ IEP under the direction of the class teacher and SENCo. The ability to use sign language/speak French is desirable but not essential.

These posts will be temporary for a full academic year and will be reviewed in 2010.

These posts are subject to an enhanced CRB check.

Application forms, person specifications and job descriptions are available electronically from admin@st-augustines.manchester.sch.uk or by phone on 205 2812.

Closing date: 12noon on Friday 3 July 2009

Shortlisting: Monday 6 July

Interviews: Wednesday 8 July

St. Clement's CofE Primary School,
Abbey Hey Lane, Higher Openshaw, Manchester, M11 1LR
Tel: 0161 301 3268 Fax: 0161 371 0267
Email: head@st-clements.manchester.sch.uk
Headteacher: Janet FitzGerald

Teaching Assistant

Level 2 Mainstream, Grade 3 point 12–16 (£14,891–£16,278 pending pay award) pro rata

35 hours per week, term time only
Temporary for one year
Post required for September 2009

We are looking for a dynamic and highly motivated individual with NVQ Level 2 or equivalent qualification or experience to support the inclusion of a child with complex special educational needs in the Foundation Stage. The successful applicant must have a full working knowledge and understanding of the national/foundation stage curriculum and other basic learning programmes/strategic processes and barriers to learning, including behaviour management strategies, use of alternative communication methods – visual timetables and liaison with other agencies and a commitment to a team approach. **Please contact school (see details above) for an application form, job description and person specification.**
Deadline for applications 9am Monday, 29 June 2009
Short listing will take place on Monday, 29 June 2009
Interviews will take place on Wednesday, 1 July 2009

St James' CE Primary School
Stelling Street, Gorton, Manchester M18 8LW
Tel: 0161 223 2423
Fax: 0161 220 8468
Email: head@st-jamescofe-gorton.manchester.sch.uk

Teaching Assistant

TA Level 1, Grade 2 points 8–11, (£13,027–£14,587 pending pay award) pro rata

15 hours per week, term-time only, required for September 2009
12 month contract (in the 1st instance)

We are looking for a highly-motivated, flexible and reliable individual to join our team to provide professional, high-quality support to class teachers and children within our school. You will need the ability to work on your own initiative and cope with conflicting priorities. **Please contact school (see details above) for an application form, job description and person specification**
Deadline for applications 6 July 2009
Interviews will take place week commencing 13 July 2009

Non-Manchester City Council Advertisements



Project Leader

Behaviour Support Programme The Addy Young People's Centre

18.5 Hours per week – £10.64 per hour
Fixed-term to 31.3.2011

The Behaviour support programme is funded through Manchester City Council, Children's Services - Parenting and family support. The project works with children and young people aged 5-12 years who have been identified as having additional behaviour support needs. The project works alongside the adventure play sessions on the playground where identified children can participate and engage in play activities whilst supported by a key worker. The post holder will need to have substantial experience of working with school age children preferably with play experience and be able to lead and develop behaviour improvement strategies.

Summer Playworker

(£8.53 per hour – post ref SP/1)

Staff are required to work on a flexible basis on the Parktastic programme and on Manchester's four adventure playgrounds. They will act as 'supply' playworkers and will be contracted to work during summer holidays. Hours available between 10 and 25 hours per week

All staff will be expected to show an active commitment to ensuring that play opportunities are accessible to all children.

Closing date for both posts Tuesday 30 June 2009

Successful applicants for the above posts will need to hold an Enhanced CRB Disclosure. Interviews will be held week commencing 6th July 2009

Application packs and further information from Manchester Young Lives, The Addy Young People's Centre, Woodhouse Lane, Manchester M22 9TF
Tel: 0161 437 5923 Fax: 0161 498 6093

info@manchesteryounglives.org.uk
www.manchesteryounglives.org.uk

Registered Charity No 1070668



"Jobs Update has proven to be a cost-effective and useful method of recruitment for local vacancies.

Particular mention from the Executive team went to the quality of the Director advert."

Source: Creative Support
m-four Advertising Response Analysis survey
August 2007

Adactus is an expanding group of housing associations regulated by the Tenant Services Authority, a development programme of over £36m, 11,500 homes across 18 local authorities, over 550 employees and an annual turnover in excess of £40m

your future
with adactus



Temporary Resident Involvement Officer Apx 9 months to over maternity leave

Location: Leigh, Lancashire

(Quote Ref:F505)

Salary: £21,344 - £25,257 per annum

Hours per week: 35 hrs - 9.00 am - 5.00 pm (flexitime) Mon – Fri or 36 hrs 8.00 am - 6.00 pm 4 days per week

Joining our established team, you will be responsible for the development and promotion of resident involvement projects across Adactus Housing Group. You will develop and coordinate consultation on service improvements and policy changes that have an impact on tenants and leaseholders using a variety of methods. You will work on a range of creative and innovative projects aimed at increasing engagement with individual tenants and the wider community. You will be confident in public situations with excellent communication skills, self-motivation and initiative. You be willing to attend occasional meetings in the evening and have access to a vehicle. The successful applicants will be asked to apply for a 'Disclosure' (Enhanced)

Previous applicants for this position need not re-apply.

If you would like an application form and information pack please contact us via our recruitment line on 01942 604292 by e-mail to: recruitment@adactushousing.co.uk or visit our website at www.adactushousing.co.uk

Closing date for applications: 12 Noon, Thursday 2nd July 2009

Provisional Interview date: Monday 13th July 2009



INVESTOR IN PEOPLE

Adactus Housing Group is committed to diversity and is an equal opportunities employer



Classifieds

TOPS Treatment Foster Care Project

Are you nurturing, resilient and patient? Are you caring and compassionate and able to see challenges through? Can you deal with the demands of developmentally-delayed children while rewarding positive behaviours?

The TOPS team provides a short-term programme that helps younger children in care (three to six years old) establish stability in their lives so that they can move on to a permanent family setting. This is done through a detailed behaviour management programme in which the foster carer is vital in making the programme work.

You will receive:

- Ongoing training to a high level
- High levels of support for you and the child
- Access to respite as determined by the team
- Generous financial recompense in line with your skills as a TOPS carer and Manchester fostering allowances.

For more information on becoming a specialist foster carer with TOPS, please call 0800 9888 931

email familyduty@manchester.gov.uk

visit www.manchester.gov.uk/fosteringadoption

Home From Home Children's Services & Adult Social Care

**Are you person-centred and looking for a new challenge?
If so, then this could be the opportunity for you!**

We are looking for a couple, family, or single person willing to move into a purpose-built four-bedroomed townhouse in Wythenshawe, to provide stimulating short breaks for six young people aged 14–25 years old who have severe learning and physical disabilities.

You will:

- Provide overnight care for the young people as part of your family, for approximately 210 nights per year on a rota basis. This will include some weekends and bank holidays.
- Enable young people to enjoy activities in the safe environment of your new home and in the community.
- Undertake a fostering and adult placement assessment.
- Be given training up to NVQ level 3, and support appropriate to the needs of yourself and the young people you will be supporting.
- Receive a weekly retainer fee of approximately £300 plus allowances for each night a young person stays with you, earning approximately £26,000 per annum.
- Pay approximately £95 per week for rent.
- Work on a self-employed basis, responsible for your own tax and National Insurance and work within a three-year contract developed by Manchester City Council with a view to possibly being extended.

Childcare experience and knowledge of disability is desirable.

**Are you, or your friends and family interested?
This may be the best move you ever make!
For more information contact**

Janet Barlow Call 0161 881 0911 Email janet.barlow@manchester.gov.uk

Sue Sanchez Call 0161 437 3953 Email sue.sanchez@manchester.gov.uk

Manchester Needs Foster Carers

Could you look after a child/children in your home while their birth parents are unable to?

A foster carer's role is to provide a safe, caring, comfortable and loving home environment for children and young people whilst their own parents are unable to care for them; this may be for a couple of days or a few years. As a foster carer you would work closely with Manchester Children's Services, as well as with schools and other professionals.

We need carers for all sorts of children and young people but in particular for teenagers, black and ethnic minority children, sibling groups, unaccompanied asylum-seeking children, and short-break both mainstream fostering and the Disabled Children's Team.

Do you have a spare bedroom? Could you offer a stable home for a child or young person who can't live with their birth family? Do you have the time, skills and commitment to unlock their potential? Do you have patience and a sense of humour?

It doesn't matter if you are single or married, straight or gay, rent or own your home, have children or are unemployed.

You will receive:

- A weekly allowance
- Ongoing training up to NVQ 3
- 24-hour Support

If you would like more information about fostering please call Fosterline

0800 9888 931

email familyduty@manchester.gov.uk

visit www.manchester.gov.uk/fosteringadoption

Everybody needs somebody – help change someone's future today...

This may be the most important job you ever do!

Notes

Manchester Needs Adult Placement Providers/Carers

Do you have a spare bedroom?

Would you share your home with someone who needs your help to live a fulfilling life?

An Adult Placement Providers role is to provide a safe, caring stable environment for vulnerable adults. This could be anything from a couple of nights respite to permanently living in your home.

As an adult placement provider you will link in closely with Manchester Adult Placement Services (MAPS).

Do you feel that you have the qualities to support someone to live a fulfilling life?

It doesn't matter if you are single, married or in a partnership, rent or own your own home, have children or are unemployed.

You will receive:

- Appropriate payment
- Ongoing training
- Support from the adult placement team.

If you would like more information about Manchester Adult Placement Service please call 0161 437 3953

email donna.england@manchester.gov.uk

Do you care enough to make a difference?

Hints and tips



Application form

Before you start:

- Read all the instructions carefully
- Make sure you understand all the questions
- Take some photocopies to fill out in rough first, so that you can practise.

Filling in the form:

- Use a black pen
- Write neatly
- Check your spelling
- Don't leave any gaps – answer all the questions that are applicable to you and, for any that are not, write N/A – not applicable
- Use simple words and short sentences
- Do not overcrowd your form. If necessary, add extra information on a separate piece of paper with your name, job title applied for and any reference number, and attach it to the application form
- Emphasise positive qualities
- Remember that experience gained outside work can be valuable and important
- Do not exaggerate or understate previous responsibilities
- Tailor your answers to the advert or person specification.

Information in support of your application form:

- Keep referring to the job description and person specification when completing your application
- Always give as much detail as possible to demonstrate to the panel how you meet the requirements of the person specification, and give examples
- Submit a written statement or supporting letter even when using a CV
- Do some background reading on the company so you are aware of what their current issues are.

When you have finished:

- Ensure that your dates are consistent; eg. there are no gaps
- Ask someone to check your draft
- Write out a neat copy of the form
- Use a large envelope so you don't ruin the form by crumpling it
- Keep a copy
- Make sure the form is sent to the correct address
- If you are not successful at the application form stage, you can often ask for feedback.



MANCHESTER
CITY COUNCIL

Where to apply for jobs with Manchester City Council

Please check the last paragraph of the job you are interested in to find out which department you should contact.

Please make sure you telephone the correct number/department otherwise this will delay your application pack being sent out.

Recruitment Services

Closing date: 13 July 2009 unless otherwise stated.

Contact details:

Apply online at www.manchester.gov.uk/jobs

Application forms and further details are available from: Recruitment Services, Corporate Personnel, Level 2, Belle Vue Leisure Centre, Pink Bank Lane, Manchester M12 5GL. Telephone: 0161 953 2775 or 0161 953 2784. If you are deaf or hard of hearing a textphone service is available on: 0161 953 2785.

For all information on current vacancies visit: www.manchester.gov.uk/jobs



When you have finished with this magazine please recycle it.

The next issue of Jobs Update will be published on 13 July 2009.

For all information on current vacancies visit www.manchester.gov.uk/jobs

We welcome applications from people wishing to job share. All disabled applicants who meet the short-listing criteria are guaranteed to go through the recruitment assessment process. Manchester City Council is an Equal Opportunity Employer and we positively welcome applications from women and men, regardless of race, religious belief, disability, gender, sexual orientation or age.

All disabled applicants who meet the short-listing criteria are guaranteed to go through to the recruitment assessment process.





Career opportunities

Manchester is a diverse and dynamic place to live and work, and as the largest employer in Manchester the Council is at the heart of city life.

We employ 24,000 people.

Our main goal is to improve the lives of the 430,000 residents we serve through education, the environment, the properties in which people live and by regenerating the area. In order to meet the needs of Manchester's residents, secure the future of its communities and embrace the vibrant cultural mix to which the city is home, we must have a skilled and committed workforce on board.

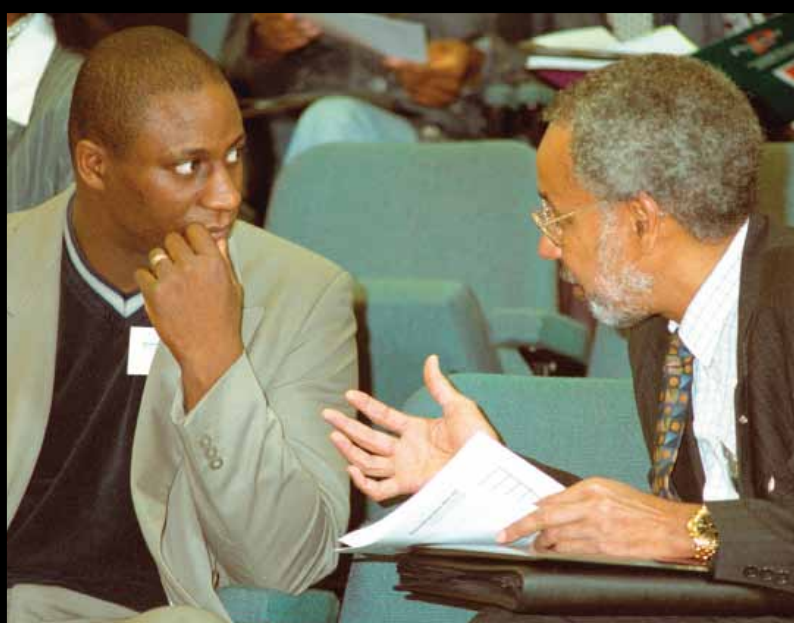
We strongly believe that we are an employer of choice, offering a quality work environment to our employees. The Council provides a wide range of services for the people of Manchester, which means there is a large variety of jobs on offer.

Career opportunities include:

Accountant, Arts Administrator, Building Control Surveyor, Caretaker, Catering Assistant, Classroom Assistant, Community Worker, Cook, Council Tax Officer, Driver, Educational Psychologist, Homeless Person's Officer, Housing Assistant, Kitchen Porter, Librarian, Nursery Nurse, Park-keeper, Personnel Officer, Play Scheme Organiser, Residential Care Worker, Social Worker, Sports Coach, Teacher, Teaching Assistant, Web Designer, Youth Worker



MANCHESTER
CITY COUNCIL



Delivering diversity and equality

Manchester City Council is committed to equality of opportunity for all, regardless of race, gender, disability, sexuality, religion or belief, caring responsibilities or age.

We aim to build high-performing teams that recognise and celebrate diversity, embracing common goals and striving for continual improvement. We are working towards developing a workforce that reflects the diverse communities making up the city of Manchester and we positively encourage applications for our jobs that will help us to achieve this.

Over the past two decades, Manchester City Council has been at the forefront of developing equal opportunities programmes and numerous initiatives to combat discrimination and disadvantage.

Manchester City Council is in the top ten of Stonewall's list of Britain's top 100 employers of lesbian and gay people, and we are proud to have been voted 'Best Council/Local Authority' for 2008 by readers of the Pink Paper.



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