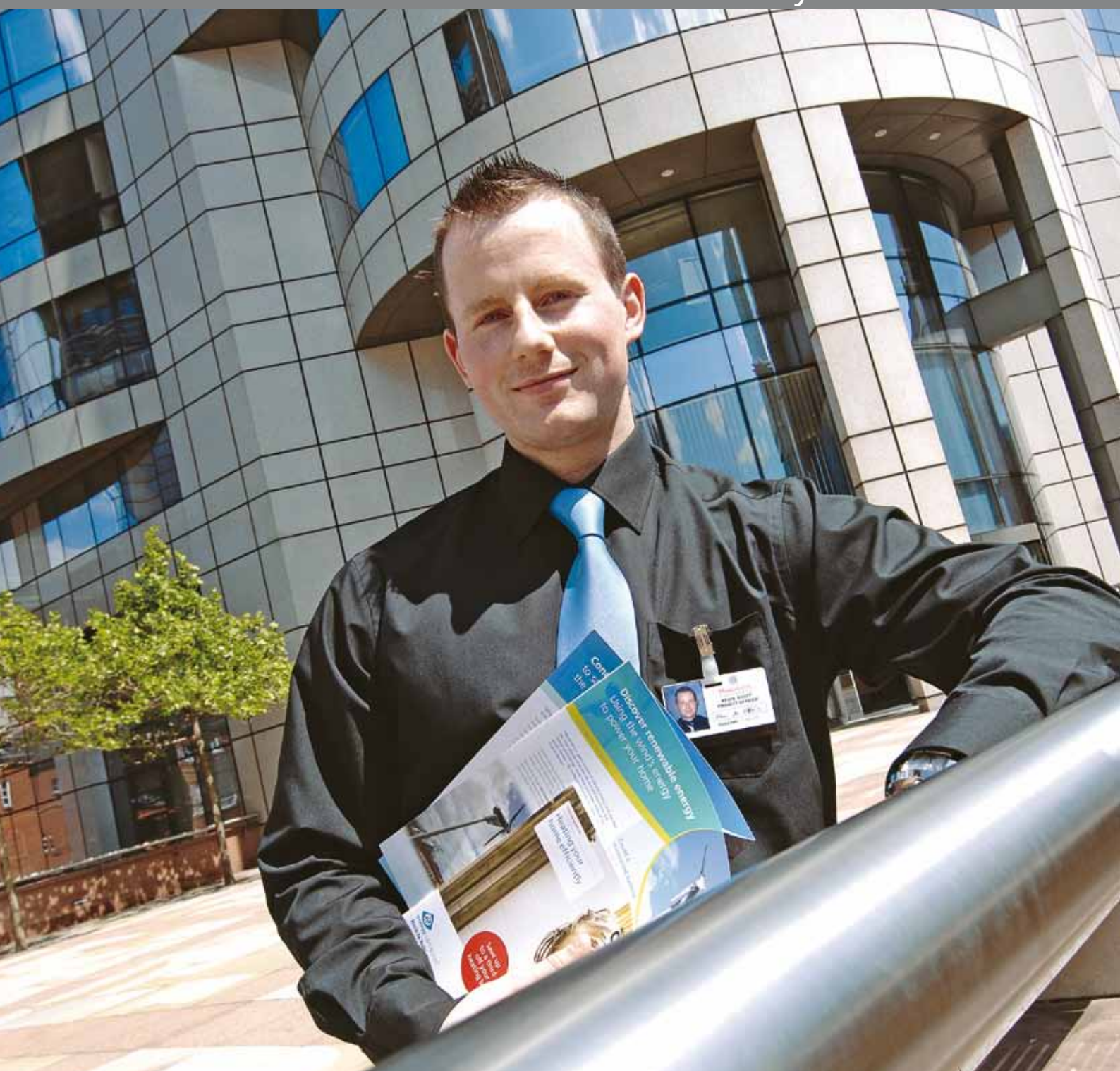


13 July 2009

Jobsupdate

First choice for Manchester City Council vacancies





Agenda 2010

Agenda 2010 is a commitment to a ten-year strategy to improve race equality across Manchester. The objective of Agenda 2010 is to close the gap in the quality of life outcomes between Black and Minority Ethnic (BME) communities and the city as a whole.

Agenda 2010 is a partnership made up of the public, private and voluntary sector working together to change how mainstream services work, developing more appropriate ways to addressing how to better meet the needs of everyone within the Manchester community.

The areas identified for priority focus emerged through consultation with BME communities and ongoing engagement through roadshows in local communities and a Manchester conference held every other year.

Agenda 2010 is part of the vision for the city stated in the Community Strategy 2006–2015.

The objectives for Agenda 2010 are set out in a charter. For more detailed information on Agenda 2010 please visit the Manchester Partnership website www.manchesterpartnership.org.uk



Working for Manchester City Council

Jobs Update caught up with Kevin Stott, 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 am relatively new and started working for Manchester City Council in September 2008 as an Initiative Development Officer. This is still my current role, as I continue to learn and develop within my service.

Which service do you work for now?

I work for the Energy Saving Trust Greater Manchester advice centre, which is within Neighbourhood Services. Although I am employed by Manchester City Council, the advice centre is part of a network of 21 advice centres throughout the UK.

What does your current role involve?

My current role involves working with businesses within Greater Manchester to discuss ways in which we can help their employees have a greater awareness of saving energy, which ultimately saves them money. I also manage the network of installers. This involves monitoring insulation, heating and renewable technology referrals and ensuring the service is delivered to the highest standard. I am part of a team of initiative development officers with other work streams that include communities, transport, and local authority one-to-one support. We also organise and attend events to support our advice team.

What training and development opportunities have you received?

I have received many training opportunities already. I have been trained on the Energy Awareness City & Guilds course, have completed the Manchester Method Project Management course, and I am due to be enrolled on the City & Guilds Renewable Technology course. All these add to my knowledge base and help with the job!

What do you like about working for the Council?

I like working for the Council as it gives me the tools and encouragement to reach my full potential. It allows me to work within a team with new challenges every day. It makes me feel part of a unit that is determined to understand the communities' needs and ultimately make a difference.

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.

Contents

Administrative/ Secretarial/Clerical	4
Building.....	6
Child Care/Play/ Youth Workers	6
ICT	7
Hospitality/Catering/ Domestic/Cleaning	8
Cultural	8
Environment	9
Finance	9
Policy	10
Social/Care/ Community Work/ Educational Support	11
Schools	14
Non-Manchester City Council advertisements	14
Classifieds	16
Where to apply for jobs with Manchester City Council.....	18

Administrative/ Secretarial/Clerical

Secretary Level 2

Grade 6 £22,730 to £26,016 (bar at £25,220)
Ref: NB50656317/11

Location: 187 Grey Mare Lane, Manchester, M11 3ND
Hours: 35 per week
Permanent

New East Manchester (NEM) is leading one of the largest, most exciting regeneration programmes in the country, responding to challenges across a broad spectrum of physical, social and economic issues. Working with our partners including the local community, NEM is overseeing the regeneration of the neighbourhoods of Ancoats, Beswick, Clayton, Gorton, Miles Platting, Newton Heath and Openshaw, turning the Strategic Regeneration Framework into action, securing the required public and private funding, leading on specific major development projects and co-ordinating regeneration and renewal initiatives across in the area.

EXPERIENCE: Working directly with the Chief Executive, your experience will enable you to work strategically and be proactive in ensuring he has all the necessary support required. Your professional approach will enable you to deal with staff, Councillors and Board members articulately and with discretion where necessary and develop good relationships within our partner organisations. The successful candidate will have accurate keyboard skills with a minimum typing speed of 50 wpm; advanced knowledge and application of other IT packages including the ability to produce presentations; excellent written and oral communication skills; and familiarity with managing and monitoring budgets.

EFFICIENCY: The successful applicant will be highly organised and able to manage multiple tasks. Main duties will involve diary management, organisation of business travel arrangements, appointments, meetings and events. You'll maintain an understanding of the NEM's current priorities to allow you to respond to incoming communications accurately using use initiative and creativity. In addition the postholder will be expected to research and analyse information to enable development of responses to queries and production of reports as well as servicing high level meetings, taking comprehensive minutes.

ENTHUSIASM: Your understanding of the key issues affecting deprived communities and commitment to ensuring positive change will feed into everything you do.

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.

Secretary Level 1

Grade 5 £19,427 to £22,001 (bar at £21,306)
Ref: NB50656534/02

Location: Coca Cola Building, 1 Hammerstone Road, Gorton, Manchester M18 8EQ
Hours: 35 per week
Permanent

We are looking for applications from people who work hard and can demonstrate initiative, flexibility and excellent communication skills. You must have experience of supporting busy senior managers and you will need to liaise with a wide range of people. You need to be confident, pro-active and able to solve problems quickly and calmly and be good with people.

The job is really varied and no two days are the same. It goes without saying that you will need to have fast and accurate keyboard skills, and experience of developing and maintaining effective administrative systems. However the job involves much more than this and you will also need to be skilled at meeting conflicting deadlines and prioritising demands on both your own and the head of service's time. There is scope to get involved in projects undertaken by the department, and to really broaden your experience backed up by regular management support. Regulatory and Enforcement Services encompasses the Licensing Unit, Trading Standards, Pest Control and Environmental Health and you will need to develop a good understanding of the work of these teams.

If you are a "can do" person who is genuinely interested in helping us provide the best possible service for all of our customers then we would love to hear from you.

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.

Administrator

Grade 3 £14,891 to £16,278 (bar at £15,895)
Ref: NB50627082/11

Location: Hexagon Tower, Delaunays Road, Blackley Village, Manchester M9 8GQ
Hours: 35 per week
Permanent

An efficient Administrator with excellent interpersonal skills is required to provide a comprehensive administrative and clerical service to the work of the North Manchester Regeneration Team.

You will need:

- IT skills including word processing, spreadsheets and databases
- Supervisory experience
- Ability to prioritise workload in order to meet deadlines.

You should have excellent listening, verbal and written communication skills that can assist with the delivery of a first rate service to the North Manchester Regeneration Team. You will be self-motivated, professional, flexible and committed to achieving a high quality standard.

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.

Administration Officer

Grade 3 £14,891 to £16,278 (bar at £15,895)
Ref: NB50613019/16

Location: Room 8037, Town Hall, Extension, Manchester M60 2LA
Hours: 35 per week

Fixed-term for 12 months initially

Manchester City Councils Adult Social Care Department provides social care services to Adults and Older People. Our Programme of Change is modernising and improving services.

We are looking to recruit two administration assistants to support the running of the Programme Office and assist in the coordination and organisation of publicity and events.

To fulfil this post you will need:

- Excellent communication and organisation skills
- Experience of developing and maintaining effective administrative and information systems in a busy office environment.
- Knowledge and experience of information technology including spreadsheets, databases and word.

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.

Administration Support Assistant Level 2

Grade 2 £13,027 to £14,587 (bar at £13,703) pro rata
Ref: NB50658225/16

Location: Minehead Resource Centre, Withington, Manchester M20 1FW

Hours: 21 per week (7 hours per day Wednesday, Thursday and Friday)
Permanent

We are looking to appoint an Administration Support Assistant to work within a busy administration team.

You will be expected to provide a comprehensive and responsive support service to Social Care staff. The duties are interesting and varied and include responding to queries from visitors, receiving and transmitting telephone messages, assisting with arranging meetings, maintaining information and administrative systems (both manual and electronic), collecting and distribution of mail, production and maintenance of inventories and ordering of stationery and supplies.

You will need to possess keyboard skills, have experience of maintaining administrative systems, have excellent numeracy, written and oral communication skills as well as being familiar with information technology. You will also need to be tactful and have a personal commitment to excellence in service delivery, be flexible in order to adapt to changing workload demands 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.

Word Processor Operator/Administrator

Grade 3 £14,891 to £16,278 (bar at £15,895)
Ref: NB50640454/11

Location: Town Hall Complex, Manchester, M60 2LA

Hours: 35 per week

Permanent

Do you wish to work in a friendly legal environment? We are looking to recruit an Audio Word Processor Operator/Administrator to provide typing support, filing, process payment of invoices and general office duties for the solicitors within Child Care Legal Services.

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.

The foundation for a successful cultural strategy is a highly innovative cultural sector. Our aim is to maximise the quality and impact of cultural experiences and partnerships across the city. The Cultural Strategy Team is recruiting two posts to support the work of Manchester's Cultural Partnership:

Cultural Strategy Administrative Co-ordinator

Grade 5 £19,427 to £22,001 (bar at £21,306)
Ref: NB50658634/11

Location: Town Hall Extension, Manchester M60 2LA

Hours: 35 per week

Permanent

We are looking for individuals with excellent administrative and organisational skills who can support the Cultural Strategy Team: co-ordinate meeting arrangements, undertake financial administration and office management duties. You will also need good communication skills acting as a point of contact for enquiries and maintaining up to date web presence.

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.

The closing date for jobs within the Manchester City Council section, in this issue is 3 August 2009 unless otherwise stated. Please see page 18 for application details.

Building

Building Control Engineer – Level 3

Grade 8 £30,546 to £34,207 (bar at £33,328)
Ref: NB50656866/11

Location: Town Hall Complex, Manchester M60 2LA
Hours: 35 per week
Permanent

Manchester has been the focus of some of the most significant regeneration in its history. Not least of which have been, the redevelopment of the City's retail area; Sport City – home to the 2002

Commonwealth games; University Campuses; City apartments, offices and leisure facilities. The result of this regeneration has been to see Manchester refresh its status as a vibrant and dynamic City in which to live and work. It has also attracted significant investment by attracting business and residents, thereby maintaining a constant climate for development.

The buildings, involved in this regeneration, have many unique features and have had to employ innovative designs, pushing the boundaries of construction and use of materials and leading the way for their application elsewhere in the country. The range of building stock is a varied mixture of rural to urban, from low rise residential to multi-storey, multi-use, multi-occupied premises. The work is varied and challenging and involves all of the principal activities of the Building Control function, including: Building Regulations, Dangerous Buildings, Demolition work and temporary structures.

In order to meet the demands of a modern regeneration programme and as part of a commitment to continual improvement and effective, customer oriented service delivery Manchester Building Control has a vacancy for a Structural Engineer to work with a team of engineers obtaining Building Regulations approval for a range of projects including structurally innovative concepts. The work will also include dealing with dangerous buildings and demolition and supporting Building Control Surveyors in this role.

The post holder will be responsible for taking a key role in the structural engineering support to Building Control services across the City.

To carry out this role you should have a good knowledge and experience of working in Building Control and detailed knowledge and experience of structural engineering principles. You should have experience in applying these principals to complex designs and be able to carryout checks on engineering proposals submitted for consideration under Building Regulations and associated legislation.

You should have passed examinations in a structural engineering discipline leading towards corporate membership of a professional body, for example, MI StrucE.

In return successful applicants will receive:

- An attractive and competitive salary (pay commensurate with qualifications and experience)
- 35 hour working week
- A minimum of 24 days paid holidays (depending on grade and years of service)
- Flexitime
- Flexible working
- Final salary, contributory pension scheme
- Assistance in the costs of further education, CPD and professional examinations
- Dangerous buildings stand-by allowance (where appropriate)
- A generous allowance toward relocation expenses, for persons relocating from outside the City.

If you would like to informally discuss any of our remaining vacancies please contact Brian Gray, Business Manager (0161 234 4371) or Asit Sarkar Principal Structural Engineer (0161 234 4322) or Rodney Burrows, Business Manager (0161 234 4370).

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

Youth Contact Worker

Scale 4/5 £16,991 to £21,306 pro rata
Ref: NB50658320/17

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: Fujitsu Tower, Wenlock Way, Gorton, Manchester M12 5DR
Hours: 6 per week
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 will 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.

Centre Worker Level 3

Grade 4 £16,663 to £18,937 (bar at £18,270)
Ref: NB50636173/17

Location: Royle Green Children's Centre, 151 Longley Lane, Northenden, Manchester M22 4HY
Hours: 35 per week
Permanent

We require a childcare worker with relevant qualification (NVQ level 3 in childcare or equivalent) and experience of working with children. Part of your role will be to deliver the after school care and holiday clubs, based at the centre. You will be required to work a set shift of 10.30am–5.30pm during term time and work a rota basis between the hours of 7.30am–5.30pm during school holidays.

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 plan monitor and record information and enhance the development of the children. You must have the ability to work in a multi agency environment to meet the needs of the children. You must be able to 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

Grade 3 £14,891 to £16,278 (bar at £15,895) pro rata
Ref: NB50658522/17

Location: Sale Road Sure Start Children's Centre, Northern Moor, Manchester M23 0JX

Hours: 19.5 per week (1–4.30pm Monday 12.30–4.30pm Tuesday to Friday)

Permanent

We require a centre worker with a relevant qualification (NVQ Level 2 in Childcare or equivalent) and experience of working with children aged from 6 months to 5 years.

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 observe and record information and plan to promote the development of the children. You must have the ability to build good relationships with parents and carers and work as part of a multi agency team to meet all the needs of the children and families.

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.

ICT

ICT Network Technician

Grade 5 £19,427 to £22,001 (bar at £21,306)
Ref: NB50655021/17

Location: initially Victoria Mill, Lower Vickers Street, Manchester M41 7LJ

Hours: 35 per week

Permanent

Manchester Adult Education is seeking a skilled and experienced network technician to provide support and maintenance of the network infrastructure and equipment so as to ensure smooth day to day running of the network to facilitate effective teaching and learning.

Your main tasks in this role will include:

- Provision of technical support and advice across the service for MAES ICT networks, hardware and software.
- Commissioning and installation of system upgrades or new hardware where required
- First level and second level response to network helpdesk calls.
- Contribution to the development of MAES ICT networks and connectivity.
- Support for MAES staff, primarily teaching staff, in their use of ICT.
- Repair and replacement of machines used for teaching.

You will be able to demonstrate in depth knowledge of networking protocols together with experience of setting up and maintaining complex network infrastructure and of providing flexible support in a customer facing role. An industry approved networking qualification such as MCSE, CNE or CNA would be an advantage.

We welcome applications from people wishing to job share.

Closing date: 27 July 2009.

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.

Digital Development Officer – Innovation

Grade 7 £26,784 to £29,714 (bar at £28,947)
Ref: NB50642175/11

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 with strong project management and communication skills with a good track record of project delivery to work in the Digital Engagement Team. You will support the delivery of the Digital Strategy for Manchester and other initiatives promoting the use of technology to combat social exclusion and be engaged on a range of externally funded projects with a range of partners, including European partners. The work involves regular liaison with the city's regeneration teams, digital sector companies, voluntary organisations, and local and regional strategic bodies.

You should be able to communicate the benefits of technology and identify innovative and develop initiatives uses of ICT across community, business and governmental services.

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.

Helpdesk and Network Developments Officer

Grade 7 £26,784 to £29,714 (bar at £28,947)
Ref: NB50655463/17

Location: Victoria Mill, Lower Vickers Street, Manchester M41 7LJ
Hours: 35 per week

Permanent

Manchester Adult Education is seeking a skilled and experienced Helpdesk and Network Developments Officer to ensure the efficient operation of the Helpdesk and ICT Support service and to lead on the operational management of the MAES ICT infrastructure.

Your main tasks in the role will include:

- Delivering a coordinated and responsive ICT service which meets learner needs, ensuring improvements are delivered against self assessment action plans
- Managing the MAES helpdesk and the work of the technicians in line with the service vision
- Planning and managing hardware-related projects
- Providing strong management direction in the continuous improvement of cost-effective teaching and learning services, aligned to the needs of Manchester's learners
- Managing MAES asset registers for hardware and software.

You will be able to demonstrate experience of managing a busy helpdesk, managing ICT projects, managing staff and developing ICT infrastructure within a flexible environment.

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.

Hospitality/Catering/ Domestic/Cleaning

Unit Catering Manager

Grade 4 £9.13 to £10.38 (bar at £10.01) per hour
Ref: NB50657299/20

Location: Broad Oak Primary School, Broad Oak Lane,
East Didsbury, Manchester M20 5QB
Hours: 31.25 per week. Term-time only. Monday to Friday
7.45am–2.30pm (6.75 hours per day)

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.

Chef de Partie

Grade 2 £13,027 to £14,587 (bar at £13,703)
Ref: NB50656782/20

Location: Town Hall Complex, Manchester, M60 2LA
Hours: 35 per week (Evening and weekend working will be involved)
Permanent

You will undertake food preparation, cooking and service. To assist the Head Chef and Deputy Head Chefs in delivering a high quality catering service which is customer focused. You will take responsibility for smaller functions under the guidance of the senior Chefs and in the absence of the Head Chef/Deputy Head Chefs, be responsible for the kitchen on large banquets and dinners, accomplishing tasks to the required standard of service.

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.

Casual Catering Assistant

Grade 1 £6.76 to £6.92 (bar at £6.76) per hour
Ref: NB50654166/20

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.

Cultural

Cultural Strategy Team

The foundation for a successful cultural strategy is a highly innovative cultural sector. Our aim is to maximise the quality and impact of cultural experiences and partnerships across the city. Manchester City Council is recruiting the following roles to support the city's cultural partnership:

Team Leader Cultural Partnership

Grade 9 £35,079 to £38,575 (bar at £37,665)
Ref: NB50658617/11

Location: Town Hall Extension, Manchester M60 2LA
Hours: 35 per week
Permanent

An excellent communicator who can advocate the impacts of cultural activities and develop effective partnerships to increase opportunities for participation; and who can take the lead in a performance framework to demonstrate how this has benefited individuals, communities and the city.

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.

Team Leader Cultural Economy

Grade 9 £35,079 to £38,575 (bar at £37,665)
Ref: NB50657886/11

Location: Town Hall Extension, Manchester M60 2LA
Hours: 35 per week
Permanent

A proactive individual who can take forward cultural policy and projects which will develop the ambition, aspiration and talents of Manchester's community, building partnership between cultural organisations, residents and practitioners to deliver opportunities through volunteering, work placements and apprenticeships and encouraging innovation, creativity and enterprise in the cultural sector.

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.

Environment

Assistant Environmental Awareness Officer

Grade 5 £19,427 to £22,001 (bar at £21,306)
Ref: NB50656488/02

Location: Hammerstone Road, Gorton, Manchester M18 8EQ
Hours: 35 per week
Fixed-term Contract for 12 Months

Manchester City Council's Waste and Recycling Team face their biggest challenge yet. Following the phenomenal success of the public consultation in 2008. The team is transforming the way collection services are delivered providing residents with collection systems they want to use.

We're planning an innovative solution to reach our challenging goals to reduce waste, increase recycling and divert waste from landfill. A unique customer-led approach will provide choice for our residents.

To make these changes happen we're looking for a pro-active, committed and motivated individual to help to communicate and promote the programme. Working as part of a small team you'll help to develop a continuous approach to education and consultation activities, and awareness campaigns about recycling and waste minimisation.

The post requires excellent verbal, written communication and IT skills together with the ability to work effectively in a team environment as well as being able to work under your own initiative.

Don't miss this exciting opportunity to be part of Manchester City Council's green future.

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 Officer Level 1

Grade 5 £19,427 to £22,001 (bar at £21,306)
Ref: NB50657715/02

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

Location: Moss Side
Hours: 35 per week
Permanent

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, fly tipping 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, a new post of Street Environmental Officer has been created to work alongside the Street Environment Manager in this dynamic and exciting team.

The career-graded post will allow you to gain a full knowledge, understanding and experience of working in a challenging role enabling progression to the next level at Grade 6 and onto a Street Environment Manager role when one becomes available.

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.

Finance

Council Tax Officer x 6 posts

Grade 4 £16,663 to £18,937 (bar at £18,270)
Ref: NB50657686/11

Location: Alexandra House, 2 Southcombe Walk, Manchester M15 5TU.
Hours: 35 per week
Permanent

The Council Tax service is a key service within Manchester City Council. The money it collects goes towards funding services upon which Manchester residents rely. The Council Tax Officer posts are located in the "back office" which is a busy and demanding environment that is constantly striving to maximise the collection of Council Tax.

We are looking for individuals who can achieve strict targets whilst working under pressure and be assertive yet sympathetic and sensitive when dealing with the public.

If you have a 'can do' attitude and can work independently but also be a key player in a team we want to hear from you.

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.

Procurement Officer

Grade 6 £22,730 to £26,016 (bar at £25,220)
Ref: NB50636188/05

Location: Town Hall Complex, Manchester, M60 2LA
Hours: 35 per week
Permanent

As part of the Corporate Procurement team in the Town Hall you will be involved in a wide range of projects, working closely with Council departments to help them purchase goods and services effectively within the rules of the EU public procurement law and MCC Financial Regulations.

You will be required to advise client departments on the various procurement options available and will need to demonstrate the ability to work to project deadlines.

You will adopt and promote a customer focused approach with the key aim of increasing the number and range of contracts in place to meet the needs of service heads and obtain the greatest value in delivering their services and the overall corporate plan.

The key requirements are:

- Significant experience of procurement, including contracts procedures, financial, EU and other appropriate regulations
- Qualified to Chartered Institute of Purchasing and Supply (Cips)/NVQ level 4 or equivalent level of education or experience.

Duties will include:

- To plan the procurement timetable, identify risks, determine the type of contract required, prepare tender documents and issue tenders via the appropriate route
- Evaluate bids received and prepare contract reports
- Identify scope for aggregation of spend
- Identify and advise on efficiency savings arising from procurement exercises
- Identify procurement trends, key performance indicators and to monitor compliance with the Council's expectations and procedures.

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

Senior Policy Officer

Grade 7 £26,784 to £29,714 (bar at £28,947)
Ref: NB50656306/11

Location: Room 9030, Town Hall Extension, Manchester M60 2LA
Hours: 35 per week
Fixed-term until 31 March 2010

The Crime and Disorder Team is seeking to recruit a Policy Officer to support the implementation of the Crime and Disorder Strategy.

The successful candidate will assist in developing crime and disorder policies and implementing crime and disorder projects.

You should have a good understanding of the issues affecting the level of crime in urban areas and an understanding of the role of the Crime and Disorder Reduction Partnership (CDRP) in addressing those issues.

You should possess excellent report writing skills and the ability to communicate effectively at all levels. You will be able to establish good working relationships with a wide range of agencies in both the public and private sectors and with members of the public.

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.

Research and Statistics Officer x 1.5 posts

Scale 5/6 £19,427 to £23,473 or pro rata
Ref: NB50656643/17

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: Overseas House, Quay Street, Manchester M3 3BB
Hours: 1 x 35 hours per week, 1 x 17.5 hours per week
(Thursday, Friday and alternate Wednesdays)
Permanent

As the Research and Statistics Officer you will be part of a busy team providing performance data and analysis within Children's Services, especially schools to help improve education attainment and drive up standards. You will have a critical role to play in ensuring data and other information is accurate, accessible and tailored to the needs of our customers. Detailed knowledge of the Children's Services sector is not required, but you will already have good IT skills and experience in the use of software packages for data analysis. You will also have strong analytical skills, particularly in interpreting statistics.

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.

Service Improvement and Inclusion Officer – Race Equality

Grade 8 £30,546 to £33,328 (bar at £34,207)
Ref: NB50654270/11

Location: Town Hall Extension, Manchester M60 2LA
Hours: 35 per week
Permanent

An exciting opportunity has arisen in the Chief Executive's Corporate Performance Group to lead work promoting race equality and service improvement across the Council. The role involves working closely with senior managers, the Executive Member for Equal Opportunities and the Lead Elected Member for Race to improve the quality of life for Manchester's Black and Minority Ethnic (BME) communities across the city. The role also involves working with voluntary organisations, private businesses and other public sector bodies to improve services for Black and Minority Ethnic residents in Manchester.

We are looking for someone who is confident, has creative ideas for delivering change, understands the issues faced by Manchester's Black and Minority Ethnic communities and most importantly is able to work in partnership to deliver the necessary changes and outcomes.

This role will provide the successful candidate with the opportunity to be involved in developing and delivering strategies that affect the whole Council and communities of Manchester, to actively influence change in services and develop relationships with senior managers, partner agencies and elected members.

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.

Programme Support Officer

Grade 6 £22,730 to £26,016 (bar at £25,220)
Ref: NB50637170/11

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.

Location: Town Hall Complex, Manchester M60 2LA
Hours: 35 per week
Permanent

Manchester City Council's Corporate Performance Group require a highly organised and committed individual to support the programme management of performance improvements across Manchester's Local Strategic Partnership and also provide business support to the Partnership. The role is demanding and varied and involves supporting projects by undertaking research and analysis, preparing briefings and establishing systems and processes; taking ownership of the smooth running of the Partnership's administration; and developing close working relationships with the Council's partners, including NHS Manchester, the Police, the Fire & Rescue Service and voluntary and community sector organisations.

With excellent IT skills, an analytical mind and a special combination of problem solving, communication and organisation skills, you will make a significant contribution to the Partnership.

For an informal discussion, please contact Davinder Gill on 0161 234 4060.

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.

Governor Relationship Manager (Communications and Marketing and Advice Services)

Grade 8 £30,546 to £34,207 (bar at £33,328)
Ref: NB50656393/17

Location: Overseas House, Quay Street, Manchester M3 3BB
Hours: 35 per week
Permanent

An exciting opportunity has arisen in the Governor Support Service in Children's Services for two Governor Relationship Managers: one post leads on Communications and Marketing and the other on Advice Services.

Governing bodies are accountable for children's outcomes and the strategic leadership of schools. They are accountable and responsible for major decisions about the school and its future and governing bodies are partners in leadership with the head teacher and the senior leadership team in the school. Governing bodies have a role in driving improvements and the culture of their schools. It is vital that governing bodies are effective.

The focus of our service is empowering more of Manchester's governing bodies through the proactive provision of advice and a range of training and guidance, and supporting the development of governing body effectiveness.

The Governor Relationship Managers will take responsibility for the day-to-day operational activities of the Governor Support Service, plan and deliver a programme of development for governors and contribute to the ongoing strategic development of the service.

You will:

- Have an excellent track record in developing and delivering high quality support and advisory services, managing and developing customer and stakeholder relationships and in delivering training and communications programmes within a strong legal framework.
- Be a positive, flexible and persuasive self-starter with a strategic approach, a record of making things happen and a strong commitment to excellence in service delivery.
- Be able to work some evenings and consent to an enhanced CRB check.

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.

"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

Social/Care/ Community Work/ Educational Support

Head of Service, Think Family

Salary: £57,744
Ref: SRS/HOSTF

Think Family. Think Manchester

This remarkable city is made up of remarkable families. And it's clear to us that every move we make to improve the lives of this city's children and young people affects their families – and vice versa. So, in this role, you'll work with partners across and beyond the Council to bring about radical change, delivering services in a family and community context and improving the way we work with parents and carers. The result will be better outcomes and stronger families, as well as innovative, clearer and focussed support for those most in need.

Of graduate Calibre with a recognized qualification in a relevant discipline, you'll need substantial senior management experience in this field and a track record of influencing change and managing people and budgets successfully. A particular focus on building engagement with families in disadvantaged communities is essential and your flair for partnership working should be matched by a solid grasp of all current issues in a multicultural, urban environment. Drive, tenacity, team spirit and communication will be critical to your success.

For an application pack and further details please contact:

Senior Recruitment Service, Room 3030, Town Hall Extension, Manchester M60 2LA, answerphone: 0161 234 3082, textphone: 0161 234 3377 or via email: seniorrecruitment@manchester.gov.uk

District Youth Offer Manager x 2 posts

Grade 9 £35,079 to £38,575 (bar at £37,665)
Ref: NB50657266/17

Location: District wide
Hours: 35 per week
Permanent

Manchester Children's Services are integrating youth work into the day to day business of improving outcomes for young people. Following reorganisation of the city wide Youth Service we are creating an integrated and innovative approach through 6 District Youth Offer teams that will deliver a core offer of both universal and targeted services to young people.

We require a number of Youth Offer Managers to lead, develop and ensure high quality services are delivered. This includes not only delivering a high quality youth work service but also influencing the delivery and standards of cultural, leisure; sports etc that ensure young people's opportunities are enhanced. Whilst being responsible for youth work provision in your District you will work closely with partners across children's services and flex services to meet local need in your District.

If you are passionate about improving life chances for children and young people and possess the relevant skills and experience, then we would like to hear from you.

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.

Head of Customer Access

Grade 10 + 10% £42,417 to £45,312

Ref: NB50645235/16

Location: Town Hall Complex, Manchester, M60 2LA

Hours: 35 per week

Permanent

Manchester is at the forefront of the Personalisation agenda, with 3,000 customers and carers already receiving an Individual Budget. People in Manchester expect their services to be of the highest quality possible and to be flexible enough to meet individual needs now and in the future, and to be delivered in a sensitive and respectful way.

Our customers tell us that independence, choice and quality are what are most important to them.

We are ambitious in our plans to enable our customers to participate in and contribute fully to their communities. We fully embrace a person-centred approach with all of customers and carers receiving an Individual Budget within two years.

The Head of Customer Access will lead and develop an effective modernised social care contact centre which will provide a high quality front facing service that can intervene earlier and help the broader range of responses to people with social care needs, not just those with critical or substantial needs, by offering easy access to information, advice and preventative services. The Head of Customer Access will also oversee our specialist advice and information services to ensure that our public information systems are first class, and will develop our web site, contact centre and our emergency services, so that we can truly offer a fully accessible and quality service on a 24 hour/ 7 day a week basis from a customer perspective.

We want someone who is prepared to work hard, open to change and responsive to our residents. In return, we can promise you great job satisfaction, the opportunity to develop your skills and prospects as well as supportive and forward thinking colleagues

We will consider applicants from a very broad range of backgrounds in Social Care, Health and related sectors, whether in the public or independent sectors. We are looking for people with a track record of delivering change and performance delivery who share our values around customer choice and independence.

Interviews will be on Thursday 20 August 2009.

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.

Manager of MMAGS (Manchester Multi Agency Gangs Service)

Grade 9 £35,079 to £38,575 (bar at £37,665)

Ref: NB5065465/11

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

Hours: 35 per week

Fixed-term until March 2011

The Crime and Disorder Unit are seeking to appoint an experienced Manager to the role of MMAGS (Manchester Multi Agency Gangs Service) Manager. We are looking for a highly motivated and experienced manager to manage and develop this important service. You will have significant experience of managing and developing staff in a professional service area. You will need to have a flexible and partnership focused approach to your duties and will have the skills necessary to work with practitioners, senior managers and partners to achieve quality and excellence.

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.

Senior Parenting Practitioner

Grade 8 £30,546 to £34,207 (bar at £33,328)

Ref: NB50654928/11

Location: Town Hall, Manchester M60 2LA but team relocating.

Hours: 35 per week

Fixed-term until March 2011

Have you got substantial experience in working with parents living in complex family circumstances, using evidence based parenting interventions? We are looking for an energetic and highly committed parenting professional to join our team, and to increase our capacity to work with families struggling with a range of challenging circumstances.

This post is funded through the Department for Children, Schools and Families (DCSF) in recognition of the importance of parenting in tackling the underlying causes of social exclusion. The work is targeted at families where there is involvement in anti-social behaviour or youth crime, and also where there are other complex factors, including mental health problems, domestic abuse and substance abuse.

This is a senior post which would require you to be involved in direct delivery of parenting training, to manage a small team of Support Workers, and to contribute to the development of strategic and policy initiatives to continuously improve the work of the team. It offers an exciting opportunity to work in a creative and fast developing field where you can make a real impact on people's lives and the lives of future generations. The work is challenging, but highly rewarding.

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

- Substantial knowledge, understanding and experience of a range of parenting interventions
- Significant experience of working directly with families living in complex circumstances
- Excellent interpersonal/engagement skills
- A creative and innovative approach to problem solving
- The ability to work with a very varied, changing and demanding workload under pressure
- A determination to succeed in highly challenging circumstances

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.

m-four Advertising, Town Hall Extension,
Manchester M60 2LA.

email: n.boyle@manchester.gov.uk

Language Support Assistants

Grade 3 £14,891 to £16,278 (bar at £15,895) pro rata
Ref: NB50656864/17

Location: Universal Square, Devonshire Street North, Manchester M12 6JH

**Supply/Casual
Part-time**

We are recruiting a team of Language Support Assistants to provide interpretation, home-school support and in-class support for children learning English as an additional language. The work will be on a casual basis and is dependant upon the demand from schools and services.

The Languages we are looking for are as follows:

Czech, Portuguese, Somali, Polish, Rumanian, Lithuanian, Bangla with Sylheti, Malaysian, Dutch, Tigrinya, Roma, Kurdish and we are looking for someone to work with Irish Travellers.

You will also need to be fluent in English and have experience of providing support for children.

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.

Social Worker AMHP

£24,402 to £31,439
Ref: NB50657331/16

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: City-wide

Hours: 35 per week

Permanent

Are you ready for a challenge?

Then we want YOU.

Manchester is a vibrant, cosmopolitan city and world-class venue in sport, entertainment and culture. We are committed to placing children at the centre of all we do.

Manchester offers Social Workers a unique mix of challenge and support. You will be part of a highly skilled workforce in some of the most deprived inner city areas in the country.

To help you meet the often complex needs of our children and families, Manchester will invest in you. You can expect a professional development package and an infrastructure that enables you to do your job.

We are excited about the district-focus of the multi-agency work in our city. Social Workers have a key role in this and you will influence how we shape our services for the future to keep our children safe.

If you're passionate about improving outcomes for children and families we look forward to hearing from you.

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.

Team Manager (Family Placement)

Grade 9 £35,079 to £38,575 (bar at £37,665)
Ref: NB50658242/17

Location: Wenlock Way Offices, Wenlock Way, West Gorton, Manchester M12 5DH

Hours: 35 per week

Permanent

Come and help us drive up standards and improve outcomes for Looked After Children here at Manchester's Family Placement Service. A considerable investment is being made in our Service and caseloads are coming down as we implement our Service Improvement Programme.

The Family Placement Service is looking to appoint two Fostering Team Managers. You will join a committed Management Team and motivated staff group.

The new Managers will support and supervise a team of Supervising Social Workers and Foster Care Support Workers. These staff cover a district linked caseload of Foster Carers including long-term, short-term and family/friend carers. The Managers will need to demonstrate an in-depth knowledge of Fostering Legislation and Fostering Standards and an ability to improve outcomes for Looked After Children. They will also need to demonstrate a commitment to performance management, quality assurance and safeguarding our children.

This is an exciting time to join Manchester's Family Placement Service. Come and be a part of it.

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.

Technical Assistant

Grade 6 £22,730 to £26,016 (bar at £25,220)
Ref: NB50596710/16

Location: Town Hall Complex, Manchester M60 2LA

Hours: 35 per week

Permanent

Adult Social Care is an exciting place to be. We are currently transforming how the best quality care is delivered to the people of Manchester and are looking for individuals to help us achieve this. The Performance Measurement Unit is at the hub of this change. In addition to reporting performance to Central Government we also enjoy a close relationship with colleagues across the organisation, sharing performance information and helping identify and promote best practice.

If you have excellent technical skills, enjoy working with information, have an eye for detail but enjoy the challenge of working to tight deadlines and are an excellent team player then you could just be the person we're looking for.

Successful applicants will be able to:

- Create and maintain management information systems;
- Translate numbers into meaning for different target audiences;
- Work well under pressure;
- Understand the importance information plays in a large, progressive organisation;
- Understand the importance Adult Social Care plays in the lives of many of Manchester's most vulnerable adults.

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.

Schools

The Birches Specialist Support Primary School
Newholme Road, West Didsbury, Manchester M20 2XZ
Tel: 0161 448 8895
Fax: 0161 445 4970
Email: admin@birches.manchester.sch.uk
www.thebirchesschool.org

Lunchtime Support Assistants (x2 posts)

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

7.5 hours per week, term-time Only (38 weeks)

We wish to appoint two Lunchtime Support Assistants starting in September 2009.

The role involves the supervision of our children during the lunchtime period. The Birches caters for children with diverse needs; successful applications must be prepared to work in all areas of the school.

Application forms are available from the school or may be downloaded from our website.

Completed application forms must be returned to the school as soon as possible but no later than Friday 24 July 2009.

As part of our commitment to the safeguarding and wellbeing of our children, successful applicants will be required to complete an enhanced CRB Check.

St John's Catholic Primary
Chepstow Road, Chorlton, Manchester M21 9SN
Tel: 0161 881 1040/7754
Fax: 0161 861 7463
Email: admin@st-johns-rc.manxchester.sch.uk

Administration Officer

Grade 3 Points 12–16 (£14,891–£16,278 pending pay award) pro rata

Required for January 2010

35 hours per week (term-time only) plus five teacher training days

We wish to appoint a School Administrator/Receptionist to join our team here at this vibrant, successful Catholic school.

We are looking for a highly committed and motivated person with excellent organisational skills who is able to work calmly under pressure in a supportive team.

Application forms and further details are available from the school office.

Closing date: Friday 25 September 2009

Non-Manchester City Council advertisements

On 3 September 2008, Family Welfare Association changed its name to Family Action. Family Action has been a leading provider of services to disadvantaged and socially isolated families for 140 years. We work with over 45,000 families a year by providing practical, emotional and financial support through over 100 services based in communities across England. A further 60,000 benefit from our educational grants advice.



Social Workers (two posts)

£24,628 - £27,026 p.a. (pro rata for maternity cover)

**One permanent post and one maternity cover for up to 11 months
37 hours per week**

Family Action Manchester Assessment and Support Services works in partnership with Manchester Children Services, Health Authorities and community agencies. We address the needs of families living in chaotic households where there are escalating support needs. The service makes a real impact by offering a wide range of interventions from independent assessments, family support, counselling, parent and child group work and school-based support.

Our expectations are high. You will need a strong commitment to providing a first-class, person-centred support package to children and families, as well as partnership agencies. You will need excellent communication skills and the ability to provide comprehensive reports for courts. Your knowledge of issues impacting on families affected by domestic violence and drug and alcohol misuse must be well evidenced, alongside a proven ability to deliver successful strategies that will improve outcomes for children.

You should have an excellent understanding and application of good practice around safeguarding issues, an interest in developing your case management skills and a willingness to continually improve your practice.

You will have a recognised professional qualification, such as DipSW, or equivalent, excellent interpersonal skills and experience and operational knowledge of the Assessment Framework, CAF and ECM.

Appointments are subject to Family Action receiving an enhanced disclosure from the Criminal Records Bureau which we consider acceptable.

Please email: application.request123@family-action.org.uk for an electronic application pack or send an A4 self-addressed envelope to Nazia Asghar, Family Action, 501-505 Kingsland Road, London E8 4AU. Please quote the application request reference number in all correspondence.

Closing date: Friday, 31 July 2009.

Interview date: Friday, 14 August and Thursday, 20 August 2009.

For further information, please visit www.family-action.org.uk

Family Action offers good working conditions, a comprehensive training programme and a final salary pension scheme. We welcome applications from all sections of the community.

supporting families since 1869



Site Manager

Salary circa £22k



THE MANCHESTER
HEALTH ACADEMY

The Manchester Health Academy will open in September 2009 sponsored by the Central Manchester University Hospitals NHS Foundation Trust, with Manchester City Council and Manchester College as co-sponsors. The vision of this exciting new venture is to combine education and health in winning the hearts and minds of children and young people and ensure not only educational transformation but additionally local public health reform where young people are advocates of a healthier and more skilled society.

We are now recruiting for an experienced Site Manager who will be responsible for maintaining the security, safety, cleanliness and upkeep of all Academy buildings, grounds and facilities.

The position will report to the Finance and Corporate Services Manager and the successful candidate will also have responsibility for the recruitment and management of other premises staff, planning their work programmes and dealing with any performance issues.

Candidates will need to have at least three years' experience of building and grounds maintenance in a school or similar environment. Specifically candidates will need to:

- Hold a current clean driving licence
- Have a suitable trade qualification or Level 2 NVQ and a general knowledge of building maintenance
- Have good organisation and communication skills
- Have a flexible approach to working hours
- Be comfortable dealing with children/young people.

To receive a detailed job description and application form please send an email to mha.recruitment@place-group.com stating that your interest is for the Site Manager role or call our Recruitment Coordinator Katrina McElligott on **07970 086 178**.

Please note that this position is subject to an enhanced CRB Disclosure.

Closing date for applications Friday 23 July 2009.

Burnage Multi-Agency Group (BMAG)

Part Time Youth & Activities Worker

JNC Level 2 pt 4 £22,630 (Pro Rata) for 28 hours per week.

This post requires a combination of daytime and evening work

BMAG is a youth and community project based in South Manchester. We are seeking an enthusiastic and motivated part-time youth/activities worker to help deliver accredited OCN courses and the Duke of Edinburgh's Award as well as generic youth work to young people, primarily aged 13 to 19 years old.

The successful candidate will have a strong background in youth work and must either possess or be working towards a JNC qualification or equivalent.

This post is offered as a fixed term contract for one year in the first instance.

Application forms can be obtained from BMAG by sending an A4 self addressed envelope with a large stamp to:

The Project Manager, BMAG Centre, 345 Burnage Lane, Burnage, Manchester M19 1EW. Tel: 0161 431 0797 or by emailing to: carolyn@bmag96.org

Closing date for applications: 12 noon on Monday 3 August 2009
Interviews: Friday 7 August 2009

Project Coordinator/Administrator

£21,000 pro rata

17.5 hours per week (including evenings and weekends)

Required ASAP

This post is fixed-term until March 2012

The role of the Project Coordinator/Administrator is to assist in tackling underachievement by working in partnership with families in a Supplementary School context to enable young people, particularly the most disadvantaged, to have access to additional educational opportunities.

The responsibilities of the post will include the planning and delivery of the G.i.f.t Supplementary School Programme to raise the achievement of black minority ethnic (BME) young people. The post will support young people, in particularly but not exclusively BME young people, in a community setting:

- Supporting and engaging parents and their children in a community school context
- Working with parents/carers and additional agencies to achieve academic attainment
- Liaising with other agencies.

The successful applicant should have:

- Some experience and understanding of children within a family context
- Proven ability to affect positive change for the good of children's learning
- A minimum of two years' experience in working with children, young people and their families within the field of education, social care or the voluntary sector.

The post is subject to suitable references and an enhanced CRB check.

Grace Incorporation Faith Trust (G.i.f.t)
Units 1/2, Windrush Millennium Centre,
70 Alexandra Road
Manchester M16 7WD
Tel: 0161 636 7584
Email: info@giftorg.org

Closing date: Monday 27th July 2009



This post is funded by The Manchester City Council's BME funding.

G.i.f.t is a registered charity No. 1121461 and company limited by guarantee. Registered in England No. 4975683

WHAG is a housing support charity that works in Bury and Rochdale. WHAG works to empower and enable women who are vulnerable, fleeing or experience domestic violence or homeless and require support.



WHAG currently has vacancies for 2 Assistant Service Managers and 3 support workers. -:

Assistant Service Manager

Floating Support (Rochdale) 36 hours (permanent) Monday to Friday

Assistant Service Manager

Domestic Violence Floating Support (Bury) 28 hours

Fixed term contract for three years to be worked over 4 days Monday, Tuesday, Thursday and Friday.

WHAG is looking for highly motivated and energetic Junior Manager's to ensure that a quality service is provided for all WHAG's service users.

You will need to demonstrate knowledge of working within a floating support or accommodation based setting with a good understanding of the needs and issues of vulnerable women and the issues they face.

Candidates must have a commitment to the values of empowerment, support and equality.

In addition, for the Bury post you will need to demonstrate in-depth knowledge and understanding of the issues women face when they flee or experience domestic violence. **Salary point 26 – £21,937 (pro rata)**

Domestic Violence Tenant Support Worker

(Bury) three posts

Three-year fixed-term contract for our new floating support project in Bury. To work specifically with women experiencing or fleeing domestic violence. These posts will cover Monday–Friday, 8am–8pm, and Saturday and Sunday 10am–6pm.

WHAG currently has vacancies for motivated and energetic staff who have the ability to work as part of a team and on their own initiative to ensure that a quality service is provided for all WHAG's service users.

You will need to demonstrate excellent knowledge and understanding of domestic violence.

Applicants must have a commitment to the values of empowerment, support and equality.

One post is Urdu Speaking.

Salary Point 22 – £19,370

For an application pack please write enclosing a stamped 44p A4 envelope to Administration Assistant WHAG Walmsley House 131 Manchester Road Rochdale OL11 4JG or email walmesley.house@whag.info or download from our website www.whag.info Please clearly state which post you are interested in.

Closing date for Assistant Service Managers posts: 16 July 2009 at 12 noon
Interview date: 22 July 2009

Closing date for Tenant Support Worker posts: 23 July 2009 at 12 noon
Interview date 30 July 2009

As these posts are from women-only projects, section (s7(2)(d)) of the Sex Discrimination Act applies.

WHAG welcomes applications from all ages of the community.

Management Committee Members

As an expanding organisation WHAG seeks a new member to its board and would especially welcome applications from women with a business, HR or marketing background.

For further information please contact Kirsty Rhodes on 01706 716430 or email kirsty.rhodes@whag.info

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?

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: 3 August 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.

Senior Recruitment Services

Closing date: 3 August 2009

Contact details:

Application forms and further details are available from:
Senior Recruitment Service, Room 3030, Town Hall Extension, Manchester M60 2LA
Telephone: 0161 234 3082. If you are deaf or hard of hearing a textphone service is
available on: 0161 234 3377

Email: seniorrecruitmentservice@manchester.gov.uk



When you have finished with
this magazine please recycle it.

**The next issue of Jobs Update
will be published on 3 August 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.





Apply online

Before you start:

- You must register to use the online recruitment system by:
 - Going to the 'jobs and careers' section on the Council's internet page
 - Clicking on 'register as a user'
 - Entering all the details, paying particular attention to the boxes marked with an *
 - Accepting the data privacy statement by ticking the box and then clicking on 'register'
- Once registered you can create a profile to apply for jobs within the Council.

Searching for Council vacancies:

- Go to the 'jobs and careers' section on the Council's internet page
- Click on 'search for jobs'
- If the job reference number is known, then ensure that an * is placed before and after the complete reference number, eg. *NB70707080*
- If the job reference number is not known, then enter as much search criteria as possible into the search options.

The online application form:

- The application form has the following sections:
 - Personal details
 - Work experience
 - Education and qualification details
 - Attachments
 - Equality questionnaire
 - Additional information
 - Covering letter
- All the boxes marked with an * must be completed
- If you require any assistance at any point about completing the application form, then refer to the 'help and advice' pages on the Council's jobs internet page
- Once the application form has been completed, you can use it to apply for any job within the Council
- As part of the application, you must include a covering letter. This letter must change for each job you apply for within the Council and should:
 - Detail your suitability for the job and show how you meet the requirements of the job
 - Include your experience gained through work, school, college, at home, voluntary work and through your hobbies.





Get on Board

As one of the largest employers in the city, we know that we contribute to congestion and pollution when travelling to work and on work business. This is why Manchester City Council has developed a staff travel plan called **Get on Board**. Get on Board is a package of measures and benefits open to all our employees, including interest-free public transport season ticket

and bike loans, discounted public transport tickets and car-sharing. These measures aim to reduce reliance on single occupancy car journeys and the effects our transport has on the local environment and people's health, while giving our employees greater choice and freedom in their method of transport.

