

24 August 2009

# Jobsupdate

First choice for Manchester City Council vacancies



**Manchester Pride 21-31 August 2009**

# Jobs

Manchester



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Contact: Sonia Stewart, Personnel Strategy and Change Management, Corporate Services,  
Room 3030, Town Hall Extension, Manchester M60 2LA.

Telephone: 0161 234 3985 • Textphone: 0161 953 2785 • Email: [s.stewart1@manchester.gov.uk](mailto:s.stewart1@manchester.gov.uk)

## Manchester commended in recruiting gay and lesbian foster carers and adopters

In August 2008 the British Association for Adoption and Fostering (BAAF) made an announcement stating that Manchester City Council is setting a shining example to other local authorities in the recruitment of same-sex couples for fostering and adoption.

Mo O'Reilly, Director of Child Placement Services at BAAF says: "In 2006 there were only 42 same-sex couples referred to the Adoption Register for England and Wales. The fact that Manchester has approved nine couples for fostering and adoption in two years is therefore quite staggering. It's really encouraging to see such great work being done; there are signs that things are getting better. Agencies like Manchester are forging strong links with the gay community and providing stable homes for children in care."

At Manchester we are very positive about same-sex couples, and single gay and lesbian adopters and foster carers. All those approved are successfully matched with children, not just with those that are 'hard to place'. Some of the most successful matches we have made have been with gay and lesbian adopters. For us it is about the individual qualities that can be brought to the task regardless of sexuality; our focus is on parenting ability and the love that a parent has to give.

Manchester Fostering and Adoption Service also works closely with Positive Parenting, a campaigning group for lesbian and gay foster carers and adopters, to develop a guidance document advising social workers on assessing lesbian and gay applicants for approval. This document has been used by Positive Parenting to deliver training to social workers to help them assess lesbian and gay applicants fairly and thoroughly.

Anyone can apply to become a foster carer or adopter as long as they have the qualities and experience needed to look after children in their care. It doesn't matter if you are single or married, straight or gay, whether you rent or own your home, have children or are unemployed. There are many different ways to get involved in fostering and adoption, so if you are a UK resident and have a spare room to offer a child, why not get in touch? Or come and see us at the Manchester Pride Lifestyle Expo 29-31 August.

### For more information:

Call: 0800 9888 931

Email: [familyduty@manchester.gov.uk](mailto:familyduty@manchester.gov.uk)

Visit: [www.manchester.gov.uk/fosteringadoption](http://www.manchester.gov.uk/fosteringadoption)

## 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.

Front cover: Photography by Tony Woof

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## Sales and Marketing

### Senior Events Manager

**Grade 7 £26,784 to £29,714 (bar at £28,947)**  
**Ref: NB50676629/12**

**Hours: 35 per week**

**Location: Manchester Art Gallery, Mosley St, Manchester, M2 3JL**  
**Permanent**

We are looking for an exceptional individual to lead and manage the sales team responsible for generating income from the commercial hire of our venues for corporate/private events, weddings and location filming. You would oversee the delivery of a range of client events and manage the relationship with Manchester Art Gallery's catering contractor.

Evening and weekend working is an essential requirement of this post for which time off in lieu will be given.

**We welcome applications from people wishing to job share.**

**Apply online [www.manchester.gov.uk/jobs](http://www.manchester.gov.uk/jobs). Application forms: 0161 227 3373.**  
**Textphone calls only: 0161 953 2785. See Recruitment Services for full details on page 18.**

## Cultural

### Principal Manager: Heritage Development

**Grade 8 £30,546 to £34,207 (bar at £33,328)**  
**Ref: NB50665246/12**

**Location: City Galleries, Asset Management & Development Division, Queens Park Conservation Studios, Rochdale Road, Manchester, M9 5SH**

**Hours: 35 per week**

**Fixed-term until 31 March 2011**

Manchester City Galleries seek an experienced, professional and dynamic individual for the post of Principal Manager: Heritage Development.

Based in the Asset Management and Development Division, you will work with the Head of Section in planning and delivering a sustainable strategy for Galleries' historic buildings and the City of Manchester's public art and memorials. Putting conservation and sustainable development at the heart of heritage management, you will work collaboratively and forge partnerships with other City Council departments and external agencies to create a vision for the development of the City's heritage assets, and help to build capacity and skills to deliver that vision.

To fulfil this role you will need an appropriate qualification in the conservation and/or management of built heritage, a successful track record of project management for heritage projects, knowledge and proven experience of developing policies and strategies for the development of heritage assets, and sound knowledge of current issues in the management and development of heritage assets at a regional and national level in the museum and/or heritage sector.

**We welcome applications from people wishing to job share.**

**Closing date: 4 September 2009.**

**Apply online [www.manchester.gov.uk/jobs](http://www.manchester.gov.uk/jobs). Application forms: 0161 227 3373.**  
**Textphone calls only: 0161 953 2785. See Recruitment Services for full details on page 18.**

## Friends and Events Co-ordinator

**Grade 5 £19,427 to £22,001 (bar at £21,306)**  
**Ref: NB50667067/12**

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

**Hours: 35 hours per week (Some evening and weekend work may be required)**

**Fixed-term for 2 years**

Join our busy development division to raise funds for Manchester City Galleries Trust (charity number 1048581), the charity that supports Manchester City Galleries.

Manchester City Galleries Trust re-launched its successful Friends of Manchester Art Gallery membership scheme in April 2009. The scheme currently has approximately 250 members and we are looking to recruit 3,000 new members over the next four years.

In this role you will be the main point of contact for all members of the Friends of Manchester Art Gallery. You will be responsible for processing applications and keeping our database up to date. Duties will also include delivering membership benefits, including delivering an engaging and profitable calendar of events.

As we are looking to attract new members you will also be responsible for promoting the scheme through marketing campaigns. As well as administration experience you will also ideally have experience of direct marketing and events management.

This is an exciting new post within our team and will also allow the post-holder to become involved in our other fundraising activities, including cultivation of High Value Donors.

This post is offered on a two-year fixed term basis and although the post-holder will be an employee of Manchester City Council, the salary will be funded by the Manchester City Galleries Trust and Arts Council England.

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**Textphone calls only: 0161 953 2785. See Recruitment Services for full details on page 18.**

*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**



## Situations General

### Auto Mechanic

**Grade: Craft £22,292.60 (includes shift allowance, bonus, tool allowance and multi skill plusage).**  
**Ref: NB50678741/02**

**Location: Hammerstone Road, Gorton, Manchester M18 8EQ**  
**Hours: 37 per week**  
**Permanent**

The Workshop within Manchester City Council repairs and maintains a wide range of vehicles including special heavy and medium sized goods vehicles, passenger vehicles, and light vans for a number of customers. The Workshop also carries out MOT's on class IV, V, and VII vehicles as well as Hackney Carriage and Private Hire vehicles.

Within the workshop, up to 3 vehicle mechanics are needed to join a large and committed team providing an excellent service to its customers.

Applicants will need to have served a recognised motor vehicle apprenticeship in the motor vehicle trade with experience of working on heavy goods vehicles. You must have knowledge and the ability to maintain both heavy and light goods vehicles with a good knowledge of hydraulic and electrical systems as well as the ability to diagnose all types of repair. Successful applicants must also be willing to undertake any training requirements.

A driving licence is desirable, preferably a heavy goods licence.

You must be willing to work shifts on a rota basis, the shift operates over a 3 week period as follows:

- Week 1: 7.30 – 15.30 Monday to Thursday, Friday 15.00 finish
- Week 2 & 3: 13.06 – 21.15 Monday to Thursday, Friday 20.00 finish
- Week 4: Shift reverts back to early start

This is an excellent opportunity to join a service that values and develops its workforce and offers an excellent total remuneration package that also includes:

- Final salary pension scheme
- 23 days' annual leave entitlement, rising to 28 days after 5 years' service, plus bank holidays.
- Free overall scheme and safety footwear.

We welcome applications from people wishing to job share.

**Closing date: 4 September 2009.**

**Interview date: Tuesday 15 September 2009 in the Fleet Management Section, Hammerstone Road depot, Gorton, Manchester, M18 8EQ.**

**Apply online [www.manchester.gov.uk/jobs](http://www.manchester.gov.uk/jobs). Application forms: 0161 227 3373. Textphone calls only: 0161 953 2785. See Recruitment Services for full details on page 18.**

## Lecturers

### Lecturer: Health and Social Care

**Lecturer Band A £16,575 to £21,744 pro rata**  
**Ref: NB50507655/11**

**Location: City-wide**  
**Hours: 26 per week. Monday, Tuesday and /Wednesday (7.5 per day) Thursday - 3.5 hours.**  
**Permanent**

Manchester Adult Education Service, which has recently undergone a major reorganisation, is at the centre of delivering Manchester's employment and skills priorities. To complete our reorganisation we are looking for a qualified lecturer who can engage and motivate adult learners in a range of community settings.

We are looking for someone with:

- A minimum of 2 years' satisfactory teaching grade or better.
- A degree or equivalent.
- A minimum of a level 4 teacher training qualification.
- Experience of working with hard to reach adults in a community setting.
- Written communication skills to produce good quality learning materials.
- An experienced subject specialist.
- Excellent administrative skills applicable to a variety of complex systems (course outlines, registers, retention, monitoring and evaluation of data, etc).
- A learner-focused approach in a variety of contexts e.g. designing learning plans, learner needs assessment, identifying special needs, etc.

**Apply online [www.manchester.gov.uk/jobs](http://www.manchester.gov.uk/jobs). Application forms: 0161 227 3373. 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](mailto:n.boyle@manchester.gov.uk)**

## Social/Care/Community Work/Educational Support

### Social Worker

**£24,402 to £31,439**

**Ref: NB50678642/17**

**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: 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](http://www.manchester.gov.uk/jobs). Application forms: 0161 227 3373. Textphone calls only: 0161 953 2785. See Recruitment Services for full details on page 18.**

### Consortium Administration Officer

**Grade 4 £16,663 to £18,937 (bar at £18,270)**

**Ref: NB50678128/16**

See the Administrative/Secretarial/Clerical column for full details of the post.

## 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.**

### Care Manager

**Scale 6/P01 £22,001 to £29,714 (bar at £25,220)**

**Ref: NB50666329/16**

**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: Manchester Royal Eye Hospital, Oxford Road, Manchester, M13 9GH**

**Hours: 17 per week, 8.45am–4.30pm Monday and Thursday, 8.45am–1pm Wednesday**

**Permanent**

**Job Share**

The Regional Social workers provide Assessment and Care Management service for individuals over the age of 18 who have a visual impairment. You should have an awareness of the registration process for visual impairment.

The position is part time working alongside a second part time social worker based at Manchester Royal Eye Hospital and is a permanent position.

You will be expected to work with individuals within the inpatients and outpatients departments, and working with other local authorities in the Northwest to ensure that services and support are provided to individuals in other areas.

Services for the people with a visual impairment have undergone a lot of change over the past 12 months and will continue to develop and improve the services.

**If you wish to discuss the application further then please do not hesitate to ring on 0161 273 7986.**

**Apply online [www.manchester.gov.uk/jobs](http://www.manchester.gov.uk/jobs). Application forms: 0161 227 3373.**

**Textphone calls only: 0161 953 2785. See Recruitment Services for full details on page 18.**

### Day Centre Officer x 2 posts

**Grade 4 £16,663 to £18,937 (bar at £18,270) or pro rata**

**Ref: NB50656407/16**

**Location: Oakwood Resource Centre, 177 Longley Lane, Northenden, Manchester M22 4HY**

**Post 1: 35 hours per week**

**Post 2: 32 hours per week. Paid pro rata**

An opportunity has arisen for two pro-active and well-motivated people with good communication skills, to join a team of staff which aims to provide a quality service to people with a learning disability, many of whom also have physical disabilities.

You will offer support and care within the day centre and local community to enable people to achieve more fulfilled lives.

All new staff will be expected to achieve the Learning Disability Qualification and NVQ Level 3 in Health and Social Care for which all training and support will be provided.

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**Textphone calls only: 0161 953 2785. See Recruitment Services for full details on page 18.**

## Community Alarm Supervisor

**Grade 5 £19,427 to £22,001 (bar at £21,306) pro rata**  
**Ref: NB50677458/16**

**Hours: 17.5 per week**

**Location: Carisbrook Resource Centre, Wenlock Way, Gorton, Manchester M12 5LF**  
**Permanent**

The Manchester Contact Service provides the main point of access to Adult Social Care and Children's Services for the people of Manchester.

There is an opportunity to join a busy and committed team which provides 24-hour telephone access for a number of services including:

The Community Alarm Service enables approximately 6000 service users to live independently in their own homes with the assurance they can summon help quickly if they get into difficulty. People with ill health, frailty, disabilities, living in fear of crime or racist abuse are the major reasons for referrals to the service.

Out of Hours Contact Service - Access to the out of hours emergency duty service for Adult Social Care and Children's Services.

Rapid Response and Intermediate Care Service – Access to 48 hour care provision for the Primary Care Trust.

You will be required to work alongside this busy and committed team supervising the operations within the service. The successful applicant must have proven skills in the supervision of staff. You must be an excellent communicator and have the ability to motivate staff and colleagues to achieve the highest possible standards of service delivery.

A team of Contact Officers operate a 24/7 rota of these service. You will be required to work a shift pattern which includes earlies, lates nights and bank holidays for which appropriate enhancements are paid

This post presents an exciting and challenging opportunity to contribute to the Adult Social Care Change Programme aiming to deliver improved customer services through the use of technology.

**Apply online [www.manchester.gov.uk/jobs](http://www.manchester.gov.uk/jobs). Application forms: 0161 227 3373. Textphone calls only: 0161 953 2785. See Recruitment Services for full details on page 18.**

## Administrative/ Secretarial/Clerical

### Administration Assistant

**Grade 3 £14,891 to £16,278 (bar at £15,895)**  
**Ref: NB50678122/07**

**Location: Policy and Service Development Team, Room 2002, Town Hall Extension, Manchester M60 2LA**

**Hours: 35 per week**

**Fixed-term Contract for 5 months**

An experienced Administrative Assistant is required by the Policy and Service Development Team in Housing Strategy to help us maintain an effective and efficient service to Housing in Regeneration a time of major organisational change. The team's role is varied and involves on-going projects and ad-hoc requests for information and support, sometimes with short timeframes. The team has a number of clients, most notably, the Departmental Management Team, other senior managers within Housing and Corporate Performance.

The role of Administrative Assistant will involve assisting the team manage competing demands effectively. The nature of the team's work is best suited to someone with the following personal styles and behaviour:

- A proactive and committed team worker who understands the importance of continuous communication within the team on individual projects
- Ability and willingness to use own initiative to maintain, review and communicate about all office processes
- Motivated to achieve personal and team goals
- Tact, diplomacy and confidence in all interpersonal relationships, with the public, colleagues and other stakeholders
- Self-motivation and personal drive to complete tasks to required timescales and quality standards
- The flexibility to adapt to changing workload demands and new organisational challenges
- Personal commitment to continuous self-development and service improvement

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**"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

## Administrative Assistant

**Grade 3 £14,891 to £16,278, bar point £15,895**  
**Ref: NB50666941/11**

**Location: Manchester Adult Education Service, Hulme Adult Learning Centre, Stretford Road, Hulme, Manchester M15 5FQ**  
**Hours: 35 per week**  
**Temporary until 31 July 2011**

We are looking for an experienced Administrative Assistant to support the highly motivated MAES Family Learning team.

Manchester Adult Education Service Family Learning team deliver a range of courses across Manchester for parents and children. Your role will be to provide administrative support to a team of teachers, Team Leaders and Curriculum manager relating to the courses, data, learner tracking. You will be able to work as a member of a team and have the ability to organise your workload to meet conflicting deadlines. You will have excellent communication, numeracy and ICT skills and experience of keeping financial records and monitoring budgets.

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## Receptionist/Administrator

**Grade 3 £14,891 to £16,278 (bar at £15,895)**  
**Ref: NB50677783/17**

**Location: Overseas House, Quay Street, M3 3BB**  
**Hours: 35 per week**  
**Fixed-term contract until 31st March 2010**

Are you passionate about providing excellent customer service? Do you set yourself high standards of performance? Do you have excellent verbal communication skills for effective interaction with members of the public and staff? Can you use initiative in time management to organise your own workload in order to meet tight deadlines? If so, we want you in our team.

The successful applicant will work as part of the Customer and Business Support Team. With other members of the team they will provide an efficient reception service in Overseas House between 8.45am and 4.30pm, ensuring that the reception area is well presented and all promotional material is available. You will provide a comprehensive and high quality administrative service and deal with telephone enquiries and complaints advising members of the public about appropriate procedures.

Your IT experience must include working with word processing and spreadsheets.

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## Consortium Administration Officer

**Grade 4 £16,663 to £18,937 (bar at £18,270)**  
**Ref: NB50678128/16**

**Location: Parkside Centre, Sheepfoot Lane, Prestwich, M23 0BW**  
**Hours: 35 per week**  
**Permanent**

The North West Consortium (East) is a consortium of the Greater Manchester Local Authorities and Blackburn with Darwen. The Consortium has key responsibility for the successful delivery, performance and management of the Target Contract between the Local Authorities and the Home Office to provide support and accommodation to asylum seekers. The Contract will be reviewed in 2011. The Consortium works in partnership with a wide range of organisations, stakeholders and Government departments to promote the successful integration of refugees into the region.

If you are looking to work in an exciting, challenging and dynamic environment, we would like to hear from you.

We are looking for a committed individual to provide administrative support to the delivery of the target contract. A competent data handler, you'll have experience in processing large amounts of information. You will be an effective communicator, able to liaise with a wide range of people at all levels. You will also provide support to meetings, specifically taking and typing of agendas, minutes and reports.

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

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## Administrative Assistant

**Grade 2 £13,027 to £14,587 (bar at £13,703)**  
**Ref: NB50657649/11**

**Location: Travel Co-ordination unit, Universal Square, Devonshire Street, Ardwick, Manchester M12 6HJ**  
**Hours: 35 per week**

**Temporary, to cover maternity leave. Initially to 8th January 2010, but may be extended end of June 2010.**

We are seeking to appoint a highly motivated and experienced administrative assistant to work within the Travel Co-ordination Unit. The person appointed will be supporting operational activities for the travel arrangements for in excess of 1000 passengers with special educational needs. We are looking for someone who has a thorough knowledge and experience of working with EXCEL spreadsheets, other areas of work will involve the use of SAP Systems particularly with reference to requisitioning/receipting and the raising of invoices. The post has direct contact with service users, schools and operators we are therefore looking for someone who can demonstrate excellent customer care skills in all interactions.

The post is for a temporary period to cover for maternity leave, and would be suitable for someone wishing to expand on existing knowledge and skill.

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**The closing date for jobs within the Manchester City Council section, in this issue is 14 September 2009 unless otherwise stated. Please see page 18 for application details.**



## Validation and Support Officer

**Grade 3 £14,891 to £16,278 (bar at £15,895)**  
**NB50657656/05**

**Location: Revenues and Benefits Customer Services Counter, Room 1017, Level 1, Town Hall Extension, Manchester M60 2LA**  
**Hours: 35 per week**  
**Permanent**

Providing quality face to face service delivery in Revenues and Benefits. The front-line public counter for the Revenues and Benefits Unit is currently based in the Town Hall Extension. The busy public counter deals with face-to-face enquiries for Council Tax, Housing and Council Tax Benefits, Education Benefits, Business Rates and other general enquiries.

Have you got what it takes?

Are you enthusiastic and want to provide a high quality public service?

Do you have excellent verbal and written communication skills?

Are you sensitive and sympathetic with the general public, staff and other agencies?

Do you remain calm under pressure and challenging situations?

Are you committed to good teamwork?

Are you numerate and have good IT skills?

We are looking for enthusiastic individuals to provide an efficient, courteous and responsive first point of contact for callers to the Customer Services Counter. You will also provide an administrative and clerical service to the team. The successful candidates will have excellent communication and interpersonal skills and an ability to work on his/her own initiative as well as part of a team. You will also possess good IT skills and training and support will be available in all areas of work.

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## Hospitality/Catering/ Domestic/Cleaning

### Assistant Cook

**Grade 2 £13,027 to £14,587 (bar at £13,703) pro rata**  
**Ref: NB50677642/20**

**Location: Hall Lane Resource Centre, Hall Lane, Baguley, Manchester M23 8WD**  
**Hours: 25 per week (5/7 days, including alternate weekends)**  
**Permanent**

An opportunity has arisen for an Assistant Cook who will be responsible for the production of meals in a busy kitchen, including preparation, cooking and serving. You will also be required to cover for the Supervisor, when necessary, to ensure the efficient running of the kitchen. Duties will include meeting targets, stock control, cash handling, maintaining Health and Safety standards and assisting in staffing issues. Applicants should hold, or be working towards NVQ Level 1 Food Preparation and Cooking or an equivalent qualification.

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### Catering Assistant

**Grade 1 £6.76 to £6.92 (bar at £6.76) per hour**  
**Ref: NB50678149/20**

**Location: Sandilands Primary School, Wendover Road, Manchester M23 9JX**  
**Hours: 12.5 per week. Term-time only (Monday to Friday, 2.5 hours a day)**  
**Permanent**

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](http://www.manchester.gov.uk/jobs). Application forms: 0161 227 3373. Textphone calls only: 0161 953 2785. 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**

## Casual Catering Assistant

**Grade 1 £6.76 to £6.92 (bar at £6.76) per hour**  
**Ref: NB50682861/20**

**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](http://www.manchester.gov.uk/jobs). Application forms: 0161 227 3373. Textphone calls only: 0161 953 2785. See Recruitment Services for full details on page 18.**

## Leisure

## Head Junior Aquatic Development Coach x 2 posts

**Grade 6 £22,730 to £26,016 (bar at £25,220) pro rata**  
**Ref: NB50677797/15**

**Location: Manchester Aquatics Centre, Booth Street, Ardwick, Manchester M13 9SS**  
**Hours: 17.5 per week**  
**Fixed-term contract for 3 years**

As part of Manchester City Council's Swimming Strategy, in conjunction with the Amateur Swimming Association, a Beacon Programme has been established for Manchester. The positions of Head Junior Aquatic Development Coaches have been identified as critical to the implementation and delivery of the Beacon Programme.

Based within the Sport Development Section, you will help to deliver coaching in the city's Coaching Programme. You will deliver and provide a clear swimming pathway in the city, support local clubs' ASA 'SWIM21' / Sport England's 'ClubMark' accreditation and generally strengthen aquatic clubs, whilst contributing towards increasing participation, increasing sporting performances and widening access to aquatic disciplines.

We are looking for a self motivated individual, committed to improving opportunities for young people of Manchester. You will be part of a supportive team which has been nationally recognised for its partnership work and which strives to achieve high standards in all areas.

Candidates must display evidence of a thorough understanding of the sports development process, especially in relation to local, regional and national plans.

**The closing date for this position is 14th September 2009. Short-listing will take place on 21st September 2009 and interviews will be on 1st and 2nd October 2009.**

**Apply online [www.manchester.gov.uk/jobs](http://www.manchester.gov.uk/jobs). Application forms: 0161 227 3373. Textphone calls only: 0161 953 2785. See Recruitment Services for full details on page 18.**

## Basketball Development Manager

**Grade 7 £26,784 to £29,714 (bar at £28,947)**  
**Ref: NB50678380/15**

**Location: Sport Development Centre, Denmark Road, Hulme, Manchester M15 6FG**

**Hours: 35 per week**

**Fixed-term contract for 3 years**

As part of Manchester City Council's Basketball Strategy, in partnership with England Basketball and The Greater Manchester Community Basketball Club, a new Management position has been created to strategically lead the development of Basketball in Manchester.

Based within the Sport Development Section, you will facilitate partnerships between Schools, Sports Colleges, Basketball clubs and other key strategic stakeholders associated with the Manchester Basketball Programme, and provide leadership and support across all programme areas.

We are looking for a self-motivated individual, committed to improving opportunities for young people of Manchester. You will be part of a supportive team which has been nationally recognised for its partnership work and which strives to achieve high standards in all areas.

Candidates must display evidence of a thorough understanding of the sports development process, especially in relation to local, regional and national plans.

**We welcome applications from people wishing to job share.**

**Apply online [www.manchester.gov.uk/jobs](http://www.manchester.gov.uk/jobs). Application forms: 0161 227 3373. Textphone calls only: 0161 953 2785. See Recruitment Services for full details on page 18.**

## Basketball Head Coach

**Grade 6 £22,730 to £26,016 (bar at £25,220)**  
**Ref: NB50678480/15**

**Location: Sport Development Centre, Denmark Road, Hulme, Manchester M15 6FG**

**Hours: 17.5 per week**

**Fixed-term contract for 3 years**

As part of Manchester City Council's Basketball Strategy, in partnership with England Basketball, a new Head Coach position has been created to develop the Basketball coaching infrastructure in Manchester.

Based within the Sport Development Section, you will be responsible for all aspects of a city wide coaching programme with a specific remit to develop the existing coaching infrastructure. You will work with Schools, Sports Colleges, Basketball clubs and other key strategic stakeholders associated with the Manchester Basketball Programme, and provide leadership and support across all coaching programme areas.

We are looking for a self-motivated individual, committed to improving opportunities for young people of Manchester. You will be part of a supportive team which has been nationally recognised for its partnership work and which strives to achieve high standards in all areas.

Candidates must display evidence of a thorough knowledge of the structure of Basketball both locally and nationally and be a holder of the England Basketball Level 3 coaching award.

**Apply online [www.manchester.gov.uk/jobs](http://www.manchester.gov.uk/jobs). Application forms: 0161 227 3373. Textphone calls only: 0161 953 2785. See Recruitment Services for full details on page 18.**

## Childcare/Youth Work

### Centre Worker level 2

**Grade 3 £14,891 to £16,278 (bar at £15,895) pro rata**  
**Ref: NB50678549/17**

**Location: Chorlton Park Sure Start Children's Centre, Nell Lane site, Nell Lane, Chorlton, Manchester M21 7SJ**  
**Hours: 12 per week (Monday to Thursday, 12.15–3.15pm)**  
**Permanent**

We are looking for a Centre Worker who holds an NVQ level 2 in Childcare/Play work or equivalent. The successful applicant must have substantial practical experience of working with children and their families. The successful applicant will support and role model good child care practice, within community groups who access services within the Sure Start settings. You will also work as part of a multi agency team, working in partnership with Outreach, Early Intervention, Sure Start Teacher, Health, PSSNS, MAES and CAP's.

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

**Apply online [www.manchester.gov.uk/jobs](http://www.manchester.gov.uk/jobs). Application forms: 0161 227 3373. Textphone calls only: 0161 953 2785. See Recruitment Services for full details on page 18.**

### Outreach Worker

**Grade 5 £19,427 to £22,001 (bar at £21,306)**  
**Ref: NB50678660/17**

**Location: Clayton Children's Centre, 101 North Road, Clayton, Manchester M11 4NE**  
**Hours: 35 per week**  
**Permanent**

Outreach workers have a vital role in reaching families who might not otherwise access a Children's Centre service. The role will be varied and will require excellent communication skills with a range of people including children, parents, workers from other agencies and managers. We are looking for people with a variety of skills in engaging with communities. You may be able to communicate in community languages, you may have experience of childcare, education or health care. You will be required to be out and about in the community and able to use initiative.

**We welcome applications from people wishing to job share.**

**Apply online [www.manchester.gov.uk/jobs](http://www.manchester.gov.uk/jobs). Application forms: 0161 227 3373. Textphone calls only: 0161 953 2785. See Recruitment Services for full details on page 18.**

## Residential Childcare Worker

**Grade 5 £19,427 to £22,001 (bar at £21,306)**  
**Ref: NB50665609/17**

**Location: Acorns Children's Home, 31 Burton Road, Withington, Manchester, M20 3GB**

**Hours: 35 hours per week on a rota basis**  
**Permanent**

Acorns is a residential home for up to six young people between the ages of 11–17 years. Our aim is to provide a safe, stable and supportive environment for our young people, whilst promoting their emotional and physical needs. We require a highly motivated individual to join our staff team in providing a residential service that ensures the best possible outcomes for our young people. You will need a minimum of 12 months' experience of working in partnership with children and families and will be expected to work on a rota basis to meet the needs of the young people in our care. You will require good communication skills and be able to work as an effective member of a team, alongside a range of professionals.

You will have a sound understanding of the Every Child Matters agenda, have excellent interpersonal and organizational skills and be able to work calmly under pressure. You will maintain a consistent approach to the management of young people and have effective responses to challenging behaviour.

**We welcome applications from people wishing to job share.**

**Apply online [www.manchester.gov.uk/jobs](http://www.manchester.gov.uk/jobs). Application forms: 0161 227 3373. Textphone calls only: 0161 953 2785. See Recruitment Services for full details on page 18.**

## Environment

### Energy Officer x 2.5 posts

**Grade 7 £26,784 to £29,714 (bar at £28,947)**  
**Ref: NB50667066/07**

**Location: Energy Saving Trust advice centre, 6 Floor Heron House, 36-38 Brazennose Street, Manchester, M2 5EA**  
**Hours: 35 per week and 17.5 per week**  
**Permanent**

We are offering exciting opportunities to assist with the development of our Energy Saving Trust advice centre covering Greater Manchester.

Working with the centre's Operations Manager and the Energy Saving Trust, you will be delivering an ongoing programme of work to achieve challenging Carbon reduction targets in the Greater Manchester area. You will be responsible for developing and delivering wide-ranging initiatives covering energy efficiency and Fuel Poverty, and predominantly working with Health Professionals and local authority audiences.

You will have an excellent track record of delivering results in a customer-focused environment, be commercially aware, able to develop and implement work plans and service delivery plans with a can-do will-do attitude. You will have extensive knowledge of sustainable energy issues and hold a relevant degree or have appropriate recent experience.

**We welcome applications from people wishing to job share.**

**Apply online [www.manchester.gov.uk/jobs](http://www.manchester.gov.uk/jobs). Application forms: 0161 227 3373. Textphone calls only: 0161 953 2785. See Recruitment Services for full details on page 18.**

**The next issue of Jobs Update**  
**will be published on 14 September 2009.**

## Schools

**Button Lane Primary School**  
Button Lane  
Northern Moor  
Manchester  
M23 0ND  
Tel: 0161 945 1965  
Email: [admin@buttonlane.manchester.sch.uk](mailto:admin@buttonlane.manchester.sch.uk)

### Teaching Assistant

**Level 1 Grade 2 Point 8–11 (£12,989–£14,545 pending pay award) pro rata**  
**Term-time only. Key stage 2. Fixed-term**  
**Contract length: 1 October 2009–31 August 2010**

We require a Teaching Assistant to work in our Key Stage 2 in Year 6.  
Your role will be to support the teacher and children in all areas of the curriculum.  
Contact the school for further information  
Application Pack available from the school office at the above address  
Closing date: 14 September 2009  
Shortlisting: 15 September 2009  
Interview date: 21 September 2009

**Button Lane Primary School**  
Button Lane  
Northern Moor  
Manchester  
M23 0ND  
Tel: 0161 945 1965  
Email: [admin@buttonlane.manchester.sch.uk](mailto:admin@buttonlane.manchester.sch.uk)

### Teaching Assistant

**Level 3 Grade 4 Points 17–21 (£16,663–£18,937 pending pay award) pro rata**  
**Term-time only. Keystage(s) Whole School**  
**Permanent – Term-time only**

Teaching Assistant to support our school with the social and emotional aspects of learning, including further developing our ThInc Room.  
The successful person will also be required to cover PPA for 1½ days per week in years 2, 3 and 4.  
An application pack available from the school office.  
Closing date: 14 September 2009  
Shortlisting: 15 September 2009  
Interview date: 21 September 2009

**Button Lane Primary School**  
Button Lane  
Northern Moor  
Manchester  
M23 0ND  
Tel: 0161 945 1965  
Email: [admin@buttonlane.manchester.sch.uk](mailto:admin@buttonlane.manchester.sch.uk)

### Teaching Assistant

**Level 2 Grade 3 Points 12–16 (£14,847–£16,230 pending pay award) pro rata**  
**Term-time only. Keystage(s) Whole School – supporting a child with special educational needs. Fixed-term Initially**

To deliver specific programmes as required working alongside the SENCO and TAs supporting children with ILPs.  
Initially, temporary for two years with the possibility of becoming permanent.  
Application pack is available from the school office.  
Closing date: 14 September 2009  
Shortlisting: 15 September 2009  
Interview date: 21 September 2009

**Chorlton Park Primary School**  
Barlow Moor Road  
Chorlton  
M21 7HH  
Tel: 0161 881 1621  
Fax: 0161 881 7081  
Email: [head@chorltonpark.manchester.sch.uk](mailto:head@chorltonpark.manchester.sch.uk)

### Administrative Officer – General

**Grade 3 Points 12-16, £14,891–£16,278 (pro rata)**  
**Part-time – 20 hours per week (flexible) across four days**  
**Temporary six month post**  
**Some flexibility required to attend meetings across South Manchester.**  
**Early evening meetings so flexible working day required.**  
**To start October 2009 (pending CRB clearance)**

Chorlton Park Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

- The successful candidate will undertake routine clerical and administrative support duties on behalf of the headteacher and the Senior Leadership Team.
- Arrange meetings and events and take notes at meetings to a high standard.
- To maintain and update all administrative and information systems and processes as required, including retrieving and collating information to deliver a high-level administrative service.

For a job description, person specification and application form and applicants information pack please see the school website: [www.chorltonpark.manchester.sch.uk](http://www.chorltonpark.manchester.sch.uk) to download and return by post.  
Closing date: 11 September 2009

St Margaret Mary's RC Primary School  
St Margaret's Road  
New Moston  
Manchester  
M40 0JE

## Caretaker

Level 1 Grade 2.scp 8. Annual Salary £12,989

The successful candidate will work under the direction of the headteacher and will be responsible for the security and general maintenance of the building and its contents, including the operation of the fire/burglar alarms, keyholding, heating, lighting and portage duties.

You will be required to maintain the cleanliness of the building and grounds in accordance with the specified standards agreed by the school management and the governors. You will be expected to oversee and organise the work of the cleaning staff.

Application forms and further details can be obtained from Ken Power/Karen Woods. 0161 957 8315.

Closing date: 11 September 2009

## Classifieds

### 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](mailto:familyduty@manchester.gov.uk)

visit [www.manchester.gov.uk/fosteringadoption](http://www.manchester.gov.uk/fosteringadoption)

*Everybody needs somebody – help change someone's future today...  
This may be the most important job you ever do!*

## 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](mailto:n.boyle@manchester.gov.uk)

### 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](mailto:familyduty@manchester.gov.uk)

visit [www.manchester.gov.uk/fosteringadoption](http://www.manchester.gov.uk/fosteringadoption)



## Foster Unaccompanied Asylum Seeking Children

We are looking for foster carers who can provide a stable and loving family home for children and young people who have been separated from their own families or countries. We need foster carers who can ease these children's transition into life in England, promoting health and educational development. We know these children do best when they are placed with families of the same language, religion and culture.

Often, the children will have travelled long distances to reach the UK, coming from countries such as China, Afghanistan, Pakistan, Iraq, Iran, Nigeria, Eritrea and Somalia. They are usually frightened and confused when they arrive, having fled from war, compulsory conscription, abuse, genocide, child labour, poverty, natural disasters, persecution, trafficking, prostitution or political instability. The young people are more likely to be male aged 15+; occasionally they arrive in family groups.

### We require foster carers who:

- Have a spare bedroom
- Speak English to a level where they can communicate with schools, doctors, social workers, etc
- Have been resident in the UK for more than five years, and have indefinite leave to remain in the UK
- Are patient and committed
- Are in satisfactory health and pass police checks.

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

### In return for your commitment, you will receive: :

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

### For more information on becoming a specialist foster carer for UASC

Call 0800 9888931 Email [familyduty@manchester.gov.uk](mailto:familyduty@manchester.gov.uk)

Visit [www.manchester.gov.uk/fosteringadoption](http://www.manchester.gov.uk/fosteringadoption)

## 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.english@manchester.gov.uk](mailto:donna.english@manchester.gov.uk)

Do you care enough to make a difference?

## Non-Manchester City Council Advertisements



### P/T Project Worker ('7 hpw)

£4,162 - £5,364 pa

Our Manchester Child Sexual Exploitation Service has been developed in conjunction with Manchester Police and The Children's Society to counter child sexual exploitation and provide therapy to those that are vulnerable. You'll work directly with children and young people to provide advice, guidance and support, as well as carry out preventative work in a range of community settings and awareness-raising sessions with care professionals. We'll also expect you to work closely with Police when cases of sexual exploitation are suspected or confirmed. Along with a relevant qualification, ideally at NVQ level 3, you'll have experience of engaging effectively with children and young people, a strong understanding of sexual exploitation issues and knowledge of child protection policies and procedures.

For further information and to apply, please visit [www.barnardos.org.uk/jobs](http://www.barnardos.org.uk/jobs) searching for reference NW584.

Closing date: 11th September 2009.

We believe in embracing diversity and flexible working. Barnardo's Registered Charity Nos 216250 and SC037605.



**"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

**Manchester's Multi-Agency Partnership  
for Disabled Children and Young People**



**City wide projects @ MAP 2009  
Sessional work: evening and weekend**

**Senior Play Workers**

**Play Workers**

**Volunteers**

**Bank Staff – Sessions as and when required at short notice**

We require the above people to support children and young people in youth clubs and after school club sessions 2 - 6 hours per week. Experience of working/volunteering with children is essential.

**£7.75 - £8.85 per hour**

To request a person specification, job description and application form, please call the MAP office on 0161 881 8116 or send your CV to MAP office, 102 Manchester Road, Chorlton, M21 9SZ  
email: [laura.burling@manchester.gov.uk](mailto:laura.burling@manchester.gov.uk)

**Closing date: Friday 11 September 2009**

**Cheetham Welcome Centre**

**Community chef/cook**

**Seven hours a week (Thursdays and Fridays) £7 an hour**

**This post is initially for two years only**

The Welcome Centre is a friendly local community cohesion project. It runs a drop-in session and aims to provide a wide range of helpful activities, including the provision of healthy food for the visitors.

The purpose of the post is to organise and control the efficient and economic production of quality food within the allowed budget, while maintaining high standards of cleanliness and hygiene in line with the Centre's procedures and principles.

The responsibilities of the post include preparing, cooking and serving healthy and culturally varied hot and cold meals as and when required, including at special events.

The successful applicant should have:

- basic food/hygiene certificate or willingness to obtain one
- good communication skills
- ability to work as part of a team and to use own initiative

**The post is subject to suitable references and an enhanced CRB check.  
Closing date is 18 September 2009. Interviews will be on 12 October 2009.  
Application forms can be requested by email or phone from Jane Bramley:**

CCWC Recruitment  
Trinity United Church  
2Greenhill Road  
Manchester, M8 9LG  
[jane.bramley@yahoo.co.uk](mailto:jane.bramley@yahoo.co.uk)  
Tel. 0161 795 7139/Mobile. 0796 823 1374

This post is funded by Community Foundation for Greater Manchester!



The Together Trust is a well-established charitable organisation based within the North West. We support children, young people and families through our specialist autism schools, a college, community support, residential homes, short break services, fostering, adoption and supported living.

What drives our experienced and skilled teams is the belief that everyone matters and deserves the best chance in life. We put individuals and families at the heart of all we do.

**Support Workers – Term time**

**Bridge College, Offerton • £11,564 - £12,091 pa**

**Ref: 2009/41 – Closing date 04/09/09**

The postholders will work as part of the experienced team to assist students with their learning, leisure and personal care needs within the college setting. We are especially interested in applicants who speak Gujarati, Punjabi, Urdu and Hindi in order to meet the cultural needs of the students at Bridge College.

**Senior Educational Assistant – Term time**

**INCA & Inscape House, Cheadle • £15,086 - £16,545 pa**

**Ref: 2009/33 – Closing date 04/09/09**

For this role, the postholder will lead classes and groups of pupils for particular activities, covering for teachers if required, and will assume a lead practitioner and mentoring role for other assistants. You will have HLTA status or be willing to undertake the work required to achieve this.

**Principal Manager - Business Development**

**Temporary - initially for 12 months**

**Residential Services, Cheadle • £37,665 - £42,091 pa**

**Ref: 2009/42 – Closing date 28/08/09**

We have an exciting new role for someone to develop new business opportunities and achieve significant, sustained growth for our residential services. You will be in your element identifying, preparing and leading on the development of the service and building of relationships with local authorities and service providers. Experienced in the management of budgets, well organised and with excellent PC skills, you will be able to communicate effectively with people at all levels, as well as work independently and use your own initiative.

To find out more

• Visit [www.togethertrust.org.uk](http://www.togethertrust.org.uk)

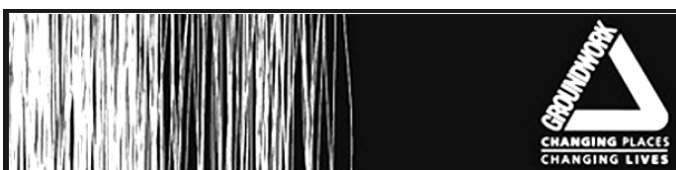
• Email: [jobs@togethertrust.org.uk](mailto:jobs@togethertrust.org.uk) • Contact: 0161 283 4828

The Together Trust is committed to equality and diversity.

Please note due to the nature of the roles a full enhanced CRB disclosure will be undertaken by the Trust.



**[www.togethertrust.org.uk](http://www.togethertrust.org.uk)**  
Registered Charity Number 209782



We need to recruit a team of motivated and target driven staff to implement and drive forward our expanding Welfare to Work programme. You will be offering unemployed people personalised support to break down the barriers they face in getting a job and giving them the skills and work experience they need to keep that job. If you think you can do this, we want to hear from you. You will need to be flexible and willing to work across our programme and geographical areas.

## **Programme Manager** (ref PM)

**£30,721-£35,860 plus excellent benefits including pension and bonus**

Experienced in managing a multi-disciplinary team, you will have the ability to direct all aspects of our employment and training initiatives. In addition to this, you will be responsible for monitoring the quality and delivery of our projects, so that we continue to provide positive experiences for our clients. With a strong track record of success in the Welfare to Work arena, you will be required to develop new partnership opportunities and secure programme funding through grant applications and tenders.

## **Programme Co-ordinators** (ref PC)

**£25,601-£30,720 plus excellent benefits including pension and bonus**

An effective manager with the ability to motivate staff within a target driven culture, achieve results and deliver personalised quality provision. We are looking for individuals who can demonstrate excellent management skills, comprehend and explain complex and detailed programme requirements, and understand analyse and meet quality, financial and performance targets.

## **Client Support Advisers** (ref CSA)

**£16,897-£20,480 plus excellent benefits including pension and bonus**

You will be client focussed, able to motivate, deliver and facilitate services that ensure individuals enter and sustain employment. We are looking for individuals who are able to manage caseloads, develop effective client rapport, identify support needs, create action plans and work with clients to achieve these plans through job matching, advocacy, building confidence and the provision of in work support. The ability to deliver group based training and activities is also essential.

If you believe you could make a difference we would love to hear from you.

Contact us - email [msstt.jobs@groundwork.org.uk](mailto:msstt.jobs@groundwork.org.uk) for an application pack quoting the relevant job reference.

(Information will be sent out electronically unless otherwise stated)  
We do not accept CVs. Tel: 0161 220 1000.

Visit [www.groundwork.org.uk](http://www.groundwork.org.uk) for more information about Groundwork.

Groundwork Manchester, Salford, Stockport, Tameside and Trafford.

Closing date for applications: Friday 4 September 2009.

We aim to be the first choice for Sustainable Regeneration  
in Manchester, Salford, Stockport, Tameside and Trafford



## **Manchester District Citizens Advice Bureau Service**

### **Administrative Support Worker**



**Salary: £7,762 (Actual)**  
**Hours: 17.5 hours per week**  
**(fixed-term post until August 2012)**

Manchester Citizens Advice Bureau offers an exciting opportunity to be part of a new project aimed at improving access to advice for people in the City of Manchester. Funded by the Big Lottery Fund, the role requires enthusiasm, excellent communication and interpersonal skills and the ability to provide effective administration support in a busy and pressurised environment.

For an application pack send a SAE (£1 Large) envelope to  
**Margaret Walsh at Manchester Citizens Advice Bureau Service,**  
**20 Swan Buildings, Swan Street, Manchester M4 5JW**  
or download from our website jobs section at  
[www.manchestercab.co.uk](http://www.manchestercab.co.uk)

**Closing date: 4 September 2009 (5pm)**  
**Interviews: Week Commencing 7 September 2009**

We have a strong commitment to equality  
and working with diverse communities.



**The closing date for jobs within the  
Manchester City Council section, in this issue  
is 14 September 2009 unless otherwise stated.  
Please see page 18 for application details.**

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## Notes

## 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: 14 September 2009 unless otherwise stated.**

Contact details:

**Apply online at [www.manchester.gov.uk/jobs](http://www.manchester.gov.uk/jobs)**

Application forms and further details are available from:

Recruitment Services, Personnel Shared Service Centre, Corporate Services,  
Belle Vue Centre Offices, Level 1, Pink Bank Lane, Longsight, Manchester M12 5GL.

Telephone: 0161 227 3373.

If you are deaf or hard of hearing a textphone service is available on: 0161 953 2785.



When you have finished with  
this magazine please recycle it.

**The next issue of Jobs Update  
will be published on 14 September 2009.**

**For all information on current vacancies visit [www.manchester.gov.uk/jobs](http://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.

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## Hints and tips



# Interview

An important fact to acknowledge is that you've got to the interview stage. The employer must think it is worth seeing you, and so the interview is your opportunity to demonstrate who you are and what you can do.

### Preparation – general:

- Read the application method you used to apply for the job – application form or, where specified, CV and covering letter.
- Research the company – you can find information on the internet, newspapers, the library or from information sent out with the application pack.
- Work out where you are going on the day, how you are going to get there and how long it will take.
- If you have a disability, all employers must make reasonable adjustments for you so it is possible for you to have an interview. If you need the employer to make particular arrangements (eg. to help you get into the building, or a supportive chair), let them know the details before your interview. Sign language interpreters and lip speakers can be provided free of charge. Contact the Disability Employment Adviser (DEA) at your local Job Centre to arrange this, and advise the employer so they can ensure an appropriate room layout for the interview.
- Think about the types of question you will be asked. They will usually be based on the person specification for the job. Refer to the person specification and think how you would answer a question about each one.
- There will usually be the opportunity to ask questions at some point in the interview – usually at the end – so have a couple prepared.
- What not to ask – how much will I be paid?
- What to ask – will there be training and development opportunities and career progression?

- It is also perfectly fine to take some notes into the interview. Keep these to a minimum, otherwise you could get yourself into a mess with too many pieces of paper.

### The interview:

- Make sure you are dressed smartly and appropriately.
- Give full answers, including examples of what you did and what the result was.
- Speak slowly and clearly – nerves will make you rush. If you have a speech impairment then explain this to the panel and speak at a speed you feel comfortable with.
- Ask the interviewers to repeat/reword any questions you are unclear on.
- Listen to the question and answer it.
- Don't be afraid of having a pause before answering.
- The interviewers will take some notes, so don't be put off if they don't maintain eye contact with you all the time.
- At the end of the interview, thank them for their time.

### Feedback:

- If you're not successful at the interview stage, ask for feedback. Not all companies provide it, but it costs nothing to ask. What you get back might be useful for future interviews.





# Supporting Carers

**Over 3 million people in the UK juggle working with caring for someone who is ill, frail, has a disability or misuses substances.**

Manchester City Council is committed to equality of opportunity in employment for carers and has a number of policies in place to support employees with caring responsibilities. These include our equal opportunities in employment policy, guidelines for flexible working arrangements, job share policy,

special leave for domestic, personal and family reasons, and confidential staff counselling service. In addition, Manchester City Council runs a carer support group specially for council employees. Manchester City Council will continue to review and work towards improving provision for our employees who care.



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