

14 September 2009

Jobsupdate

First choice for Manchester City Council vacancies

a Helping Hand FOR JOBS



**Help is at Hand
finding a job
or moving on
in your career**

YOUR ESSENTIAL GUIDE
TO THE RECESSION

www.manchester.gov.uk/helpinghands



MANCHESTER
CITY COUNCIL



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.



Working for Manchester City Council

This month's cover features our Helping Hands website – part of an initiative put together by Manchester City Council and partners who are working harder than ever to find new ways of helping people and local businesses to cope with the current economic downturn.

There's lots of help and advice on a wide range of issues, ranging from money worries to getting and staying in employment, so you can find all the information and assistance you need at the click of a button.

Log onto www.manchester.gov.uk/helpinghands and check out the Employment pages where you will find advice on finding a brand-new job, coping with redundancy, getting back into work, gaining new skills, starting your own business and much more.

About Manchester

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

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

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

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

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

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

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

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

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Hospitality/Catering/ Domestic/Cleaning

Catering Assistant

Grade 1 £6.76 to £6.92 (bar at £6.76) per hour
Ref: NB50690142/20

Posts available at:

Saviour CE Primary School, Eggington Street, Collyhurst, Manchester M40 7RE – 10 hours per week TTO

Cravenwood Primary School, Station Rd, Crumpsall, Manchester M8 5AE – 11 hours per week TTO

Bowker Vale Primary School, Middleton Rd, Crumpsall, Manchester M8 4NB – 10 hours per week TTO

St Malachy's RC Primary School, Eggington St, Collyhurst, Manchester M40 7RG – 10 hours per week TTO

Crumpsall Lane Primary School, Crumpsall Lane, Crumpsall, Manchester M8 5SR – 10 hours per week TTO (Relief)

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.

We welcome applications from people wishing to job share.

Apply online 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.

Trainee Area Catering Manager x 2 posts

Grade 5 £19,427 to £22,001 (bar at £21,306)
Ref: NB50690609/20

Location: Catering Services and Town Hall Services, Trading Services, Citywide

Hours: 35 per week (may include some evening or weekend work)

Permanent

Manchester Fayre is the in-house catering provider for Manchester City Council. We provide market-leading education, welfare, commercial and high-profile event catering across the City at our own venues and those of our clients.

Maintaining and enhancing our reputation for original and award winning catering you will provide excellent customer service. To join us you should have a relevant hospitality and catering qualification, minimum requirement of NVQ Level 4 and Advanced Food Hygiene Certificate, and you should hold or be in the process of gaining a Hospitality Management degree.

A passion for the hospitality industry is a prerequisite as is a willingness to move throughout the City. Ideal candidates will be highly organised, self-motivated and innovative with a desire to make a positive difference.

A structured development programme and comprehensive training will be provided, giving you real opportunities for career progression.

Applicants will only be considered from people permanently resident within the boundaries of the City of Manchester or those who are attending a Manchester education establishment.

We welcome applications from people wishing to job share.

Apply online 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.

Dining Centre Leader

Salary: Grade 2 £13,027 to £14,587 (bar at £13,703) pro rata
Ref: NB50690605/20

Location: Pike Fold Nursery School, Lawson St, Blackley, M9

Hours: 15 per week TTO

Permanent

To work as part of the Team and contribute to the achievement of its objectives, providing an effective and efficient catering service. Applicants should have the ability to lead and motivate a team and plan their own workload. The post includes preparing and serving food, shared responsibility for cashier duties and maintaining the associated catering areas in accordance with food hygiene regulations.

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See Recruitment Services for full details on page 18.

Casual Catering Assistant

Salary: Grade 1 £6.76 to £6.92 (bar at £6.76) per hour
Ref: NB50690585/20

Location: Town Hall, Albert Square, 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.

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See Recruitment Services for full details on page 18.

Unit Catering Manager

Salary: Grade 4 £16,663 to £18,937 (bar at £18,270) pro rata
Ref: NB50690522/20

Location: St Clares RC Infant School, Howden Rd, Higher Blackley, M9 0RR

Hours: 30 per week TTO

Permanent

To ensure the cost effective and efficient running of the catering service, maintaining the highest standards of food preparation, presentation and service. You will produce a meal in accordance with the specification and complete the appropriate returns and records. You must hold a qualification in food preparation and cooking at NVQ level 2; and hold/be willing to work towards a qualification in hospitality supervision at NVQ level 3 or an equivalent qualification.

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Admin/Secretarial/Clerical

Marketing & Sales Officer

Salary: Grade 4 £16,663 to £18,937 (bar at £18,270)
Ref: NB50690147/01

Location: Library Theatre, Central Library, St Peter's Sq, M2 5PD
Hours: 35 per week

Fixed-term contract for 1 year

The Library Theatre Company plays a key role in the cultural provision of Manchester. It produces a programme of contemporary drama and has a dynamic community and education programme. The Library Theatre Company will be moving from its current home at the Library Theatre in the summer of 2010.

We have a vacancy for a Marketing and Sales Officer working within the Marketing and Sales team at the Library Theatre. Applicants will need to demonstrate that they have:

- Experience of selling tickets to a wide variety of customers using a computerised box office system
- The ability to organise the distribution of printed materials to a wide variety of outlets to strict schedules, and monitor the work of outside agencies contracted to provide distribution services
- Good PC literacy with understanding of web-site management and the ability to utilise databases and ICT in a marketing and sales environment
- Good supervisory skills with the ability to lead a small team of ticket sales staff in the absence of the Box Office Manager in the provision of a first-class ticket sales and information system
- The ability to carry out basic research on customer databases and order information for use in promotional campaigns
- A target-driven approach and enthusiasm for meeting sales targets
- Self-motivation and personal drive to meet timescales, targets and quality standards and flexibility to adapt to changing workloads

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Assistant Financial Administrator

Salary: Grade 3 £14,891 to £16,278 (bar at £15,895)
Ref: NB50690343/01

Location: Central Library, St Peter's Sq, M2 5PD
Hours: 35 per week

Fixed-term contract for 1 year

The Library Theatre Company plays a key role in the cultural provision of Manchester. It produces a programme of contemporary drama and has a dynamic community and education programme.

We are looking for an Assistant Financial Administrator to support the work of the Financial Administrator.

Applicants must be capable of working in a busy and demanding finance environment which is customer focused and target orientated. You must be competent at handling figures, at ease with financial systems, enjoy processing of payments, producing accurate figures for reports and inputting payroll information. You must be a team player, able to use your initiative and be committed to performance management and service improvement.

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See Recruitment Services for full details on page 18.

Administration Officer Level 2

Salary: Grade 4 £16,663 to £18,937 (bar at £18,270)
Ref: NB50690607/11

Location: Town Hall Complex, Manchester, M60 2LA
(subject to change)

Hours: 35 per week

Permanent

We are looking for a pro-active and highly skilled Administration Officer to join our specialist team working with some of the most complex and deprived families in the city. We work with families who are experiencing a range of difficulties, including anti-social behaviour, domestic abuse, substance misuse or mental health problems. We use whole family interventions combining challenge and support to improve parenting skills and to develop positive relationships between family members, and between the family and the community. The work is innovative, challenging and highly rewarding.

The work of the Administration Officer would include helping us to manage a complex range of funding streams, establishing and maintaining effective and robust performance monitoring systems, and contributing to the production of performance reports about our work. While it is not expected that the post holder would have any significant degree of face to face contact with the client group, your interpersonal skills will be crucial in ensuring you can offer an appropriate and containing telephone response to people who may be highly distressed, anxious or volatile.

If you thrive on challenge, have motivation, determination and want to be part of an exciting initiative that really changes people's lives, we'd like to hear from you.

We welcome applications from people wishing to job share.

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

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Textphone calls only: 0161 953 2785.

See Recruitment Services for full details on page 18.

Receptionist

Salary: Grade 2 £13,027 to £14,587 (bar at £13,703) pro rata
Ref: NB50687135/17

Location: Fallowfield Children's Centre,
Wilbraham Road School, Platt Lane, Fallowfield, M14 7FB

Hours: 17.5 per week - 3.5 hours, Monday to Friday (am)

Permanent

We are looking for a Receptionist who will be the initial point of contact in our busy Children's Centre to create a warm welcoming environment for all users of the centre.

You will be expected to undertake routine clerical duties including filing, recording statistical information and word processing.

If you have good interpersonal skills and enjoy meeting people this may be the job for you.

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Textphone calls only: 0161 953 2785.

See Recruitment Services for full details on page 18.

Social/Care/Community/ Educational Support

Community Safety Manager

Salary: Grade 9 £35,079 to £38,575 (bar at £37,665)
Ref: NB50679197/11

Location: Town Hall, Albert Sq, Manchester, M60 2LA
(Subject to change)

Hours: 35 per week

Fixed-term contract until 31st March 2010

You will be responsible for managing and supporting a number of locally based officers across the City. You will be used to partnership working, have an excellent grasp of detail, and an ability to adapt and learn quickly. This post has an important performance management role as you will be responsible for ensuring that multi-agency work is implemented across the City. You will have commitment and enthusiasm, and be excited at the prospect of developing and delivering approaches to the emerging community safety agenda.

You will need:

- Experience of staff management in a multi-agency environment
- The ability to plan, monitor and prioritise workloads in a busy environment, responding to varied and often changing deadlines
- Successful track record in establishing and developing relationships across a number of partner organisations
- Knowledge of the key issues affecting levels of crime in deprived urban areas and an understanding of the role of crime and disorder partnerships in addressing these issues
- An understanding of the roles of the police, local government, health services, probation service, local communities and other relevant organisations in addressing the key issues above
- A record of success in analysing substantial documents including complex statistical data and policy issues to produce proposal and solutions that are reliable and deliverable
- Understanding of programme and project management, monitoring and evaluations systems including financial management
- Excellent written, oral and presentation skills

We welcome applications from people wishing to job share.

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Textphone calls only: 0161 953 2785.

See Recruitment Services for full details on page 18.

Approved Social Worker x 6 posts

Salary: Grade 7 + 2 increments £26,784 to £31,439
(bar at 28,947)

Ref: NB50690601/16

Location: Citywide

Hours: 35 per week

Permanent

Manchester is a vibrant city which is recognised both regionally and internationally. Its location, energy and cultural diversity makes it a great place to live and work.

Do you want to work with a team of people committed to meeting the needs of older people with mental health needs?

The post holder will be part of a highly skilled workforce. You can expect a professionally developed package to enable you to do the job. You will have a professional social work qualification and be registered with the General Social Care Council, knowledge of mental health and older people and be trained as a Mental Health Practitioner.

We welcome applications from people wishing to job share.

Apply online 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.

Adult Placement Worker x 2 posts

Salary: Grade 6 £22,730 to £26,016 (bar at £25,220)
Ref: NB50687196/16

Location: Manchester Adult Placement, Crossacres Resource Centre, 1 Peel Hall Road, Wythenshawe M22 5DG

Hours: 35 per week

Permanent

The Manchester Adult Placement Service (MAPS) aims to promote the right of individuals to live an ordinary life in the community, as independently as possible and to enjoy all the rights and responsibilities of citizenship and to do this we recruit and approve providers to support them.

To do this we need self motivated placement workers, who will in turn, support the providers and monitor placements in line with Adult Placements National Minimum standards and Regulations.

We need someone who is willing to work hard to help us maintain our 3 star excellent service rating from CQC and retain our Charter Mark in customer excellence.

If you feel that you have the drive and determination to succeed in a very demanding area and the skills to place people using the service at the centre of what you do, then you may be the person we are looking for. In return we can promise you job satisfaction, the opportunity to work in a very busy team with supportive and forward thinking colleagues and a chance to develop your own skills and prospects.

We will consider applicants from a broad range of backgrounds in Social and Health Care or related field, whether in the public or voluntary sector

We welcome applications from people wishing to job share.

Apply online 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.

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.

Would you like to join a well-established and experienced team of specialists who provide quality advice and support on behalf of children and young people with sensory impairment across a vibrant and diverse City? We have a number of vacancies requiring excellent professional and interpersonal skills and the ability to work independently in a wide range of settings.

Senior Specialist Team Leader

Salary: Grade 10 + 20% £46,263 to £49,413
(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 grade may be subject to change).
Ref: NB50690610/17

Location: Citywide
Hours: 35 per week
Permanent

We are looking for an effective and motivational leader and manager. You must be passionate about achieving high and improving standards in all aspects of service delivery. In addition you must be able to provide specialist advice and support to all resource pools and strategic advice in relation to managing ICT assets to support learning for the sensory impaired.

Senior Specialist Teacher

Salary: Teachers Main Scale + 2 SEN points + TLR2
Ref: NB50690625/17

Location: Citywide
Hours: Full-time
Permanent

You will have responsibility for ensuring that the audiological knowledge of Service staff remains up to date; also that information about technological and audiological advancements, impacting on childrens' education, informs current development within the City. Not surprisingly you will need to be a good communicator, able to work effectively with a wide range of individuals and groups.

Specialist Teacher

Salary: Teachers Main Scale + 2 SEN points
Ref: NB50690629/17

Location: Citywide
Hours: Full-time
Permanent

This is a fulfilling role, assessing needs and ensuring inclusion of the children and young people under your supervision. You are expected to be an accomplished and inspirational teacher to deliver city wide direct teaching to pupils of all ages with hearing impairments. In addition you will need to be a thorough and accurate record keeper, focused on monitoring progress and celebrating achievements.

We welcome applications from people wishing to job share.

Apply online 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.

Social Worker Level 1

Salary: Grade 7 £26,784 to £29,714 (bar at £28,947)
Ref: NB50690728/16

Location: Citywide
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 227 3373.

Textphone calls only: 0161 953 2785.

See Recruitment Services for full details on page 18.

Linkworker Chinese

Salary: Grade 6 £22,730 to £26,016 (bar at £25,220)
Ref: NB50690599/16

Location: Ardwick Housing Office, 217 Stockport Road, Manchester, M12 4DY

Hours: 35 per week

Fixed Term until 1 October 2010

We are looking for an experienced adviser to join our team of Linkworkers providing bi-lingual general advice in social welfare law to members of black and minority ethnic communities in Manchester. You will be required to carry out casework and give advice through a range of access points, for example, at outreach locations, by telephone, and home visits.

You will need to have:

- Detailed knowledge of relevant areas of social welfare law e.g. welfare benefits, debt, housing
- Excellent communication skills in English, both written and oral, as well as excellent Cantonese and good Mandarin oral communication skills
- Excellent negotiation and personal organisational skills
- Practical experience of giving advice and dealing with complex problems

An essential part of the Linkworker's tasks will be to provide culturally appropriate advice and other services to improve the welfare of Chinese communities. Because of these, and other, circumstances the provision of such advice and information can most effectively be provided by a Chinese person.

This post, is only open to women of Chinese ethnic origin as it is a genuine occupational qualification. (S.5(2)(d) Race Relations (Amendment) Act 2000 and S.7(2)(e) Sex Discrimination Act 1975 apply).

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Application forms: 0161 227 3373. Textphone calls only: 0161 953 2785.

See Recruitment Services for full details on page 18.

Teacher Recruitment Support Officer

Salary: Grade 6 £22,730 to £26,016 (bar at £25,220)
Ref: NB50688857/17

Location: Children's Services, Overseas House, Quay Street, M3 3BB
Hours: 35 per week

Permanent

Manchester Children's Services is looking for a committed individual with experience of maintaining and developing effective office and project systems in a busy environment. Newly qualified teachers (NQT's) follow a statutory programme of Induction and the Teacher Recruitment team support schools in the delivery of this programme and are also responsible for reporting the progress of NQT's to the general teaching Council for England (GTCE).

In the role of Support Officer you will be responsible for ensuring compliance with statutory guidance on NQT induction reporting to the Strategic Lead who is the nominated LA Induction coordinator.

Additional key tasks in this role include:

- Managing the School Recruitment Service
- Administration and maintenance of our NQT talent pool and the organisation of interviews for primary NQT's.
- Supporting head teachers in the recruitment of NQT's from the talent pool.
- Representing Children's Services at University Recruitment fairs promoting Manchester as 'the' place to teach.
- Distribution and analysis of an exit questionnaire to teachers leaving the authority.

Working with an administration officer you will have good team working and organisational skills with the ability to communicate effectively with a range of internal and external contacts including colleagues from schools, and commercial organisations. You will also have advanced IT skills and be able to manage and prioritise your own workload.

This exciting post offers the opportunity to be involved in developing and delivering strategies to support both the recruitment and development of the City's school workforce.

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See Recruitment Services for full details on page 18.

Social Worker/AMHP x 2 posts

Salary: Grade 7 + 2 increments £26,784 to £31,439
(bar at 28,947) + 6.7% flexibility payment
Ref: NB50690602/16

Location: Chorlton House, 70 Manchester Rd, Chorlton-cum-Hardy, M21 9UN & Rawnsley Building, Manchester Royal Infirmary, Oxford Rd, M13 8LR

Hours: 35 per week

Permanent

A number of posts are available for mental health social workers to join crisis resolution and home treatment teams. This is an exciting opportunity for social workers to join a new and developing citywide CRHT service. The multi-disciplinary teams provide an alternative to hospital admission for people experiencing an acute mental health crisis. The service is available 7 days per week and these posts involve shift work and on-call duties for which an enhanced payment will be made.

We are looking for individuals who can demonstrate high levels of commitment, the ability to engage service users and carers in all aspects of their care, have a good understanding of the crisis resolution/home treatment service, have a commitment to multidisciplinary team working and have experience of managing patients who are experiencing an acute mental health crisis.

The service follows a social systems model in order to provide holistic care to patients and their families. To support this approach there is ongoing training available to all staff. The integrated service also offers an extensive range of other training.

All applicants are required to:

- hold a full driving licence
- be a registered Social Worker with the General Social Care Council
- undertake the role and functions of an Approved Mental Health Professional (AMHP) where approved or if not approved be willing to train and subsequently practice as an AMHP
- work shifts and participate in the on call rota

These posts are formally seconded to the Manchester Mental Health and Social Care Trust.

We welcome applications from people wishing to job share.

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

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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

Social Worker/AMHP

Salary: Grade 7 + 2 increments £26,784 to £31,439
(bar at 28,947)
Ref: NB50690521/17

Location: AOT South Office, Chorlton-cum-Hardy, M21
Hours: 35 per week
Permanent

Manchester Assertive Outreach Service is delivered in partnership by HARP and Manchester Mental Health and Social Care Trust. There are three assertive outreach teams across the city that work with a total of 308 hard-to-engage individuals with severe and enduring mental health and complex needs including homelessness, substance use and offending.

This post is part of a multi-disciplinary team and will provide a full mental health social work service including proactive support and work with "hard to engage" service users and care co-ordinate a caseload of 12 service users. Assertive Outreach operates a team work approach to the delivery of care, providing both specialist and generic interventions and the post holder will therefore act as a skill resource for the rest of the team.

The post is formally seconded to the Manchester Mental Health and Social Care Trust that has recently implemented a wide-ranging change programme to improve the range and scope of integrated community mental health services and increase the ability of services to promote recovery and independence.

Where qualified the post holder will undertake the role and functions of an Approved Mental Health Professional (AMHP). Where not qualified the post holder must be willing to train and subsequently practice as an AMHP.

You must be a registered Social Worker with the General Social Care Council.

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Can you lead and motivate a team delivering world class products and services? Are you passionate about value for money and excellence in customer service? If the answer is Yes, you could be just right for one of our challenging new roles. Manchester City Council serves a thriving and exciting city providing a wealth of opportunities but these are not without challenges. Over the last year our business model has radically changed the way educational support services are delivered to schools. Customer focus is embedded from top to bottom in our team, who deliver high quality services which contribute to improving the life chances of children in Manchester. Following a realignment of the educational delivery functions, we are now looking to recruit a further three Service Managers to our professional team.

Service Manager – Business Development

Salary: Grade 10+20% £46,263 to £49,413
(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 grade may be subject to change).
Ref: NB50693569/17

Location: 1 Universal Sq, Devonshire St North, Manchester, M12 6JH
Hours: 35 per week
Permanent

Providing a strong business perspective, focusing on process improvement, service development and responsible for our growing portfolio of associate providers and commercial training.

Service Manager – Special Educational Needs

Salary: Grade 10+20% £46,263 to £49,413
(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 grade may be subject to change).
Ref: NB50693650/17

Location: 1 Universal Sq, Devonshire St North, Manchester, M12 6JH
Hours: 35 per week
Permanent

You will have the opportunity to radically re-think and improve the way we support young people with special educational needs, leading your teams to excel in customer service.

Service Manager – Learning Strategy

Salary: Grade 10+20% £46,263 to £49,413
(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 grade may be subject to change).
Ref: NB50693619/17

Location: 1 Universal Sq, Devonshire St North, Manchester, M12 6JH
Hours: 35 per week
Permanent

Leading a team of professionals responsible for delivering a range of consultancy around curriculum areas in support of school improvement.

Not surprisingly, we expect a lot from our Service Managers as they are fundamental to our success. If you understand the concept of "high reliability organisations", are business focused and passionate about delivering the best to challenging customer expectations then one of our roles could be the right fit for you. You may be an educational specialist or a business generalist: as long as you have a track record of excellence in delivery and getting results, 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 227 3373.

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 5 October 2009 unless otherwise stated. Please see page 18 for application details.

Health/Leisure

Athletics Development Officer

Salary: Grade 6 £22,730 to £26,016 (bar at £25,220)
Ref: NB50686846/15

Location: Sport Development, Manchester Regional Arena, Sportcity, Rowsley Street, Manchester, M11 3FF

Hours: 35 per week

Fixed-term contract until 31st December 2012

The Athletics Development Officer will assist the Athletics Development Manager in the implementation and delivery of the Manchester Athletics Development Plan.

The appointed person must be highly motivated, with the vision and skills to establish and achieve ambitious programme objectives.

The post holder will be responsible for the delivery of the Manchester Development Programme, including in-school and after-school activities, community sessions, academy sessions and a city-wide events programme.

This will be achieved by the co-ordinated delivery of a strong infrastructure of school-club links supported by an integrated citywide events programme.

Candidates must display evidence of a thorough understanding of the sports development process, especially in relation to athletics development in the club, school and community setting.

We welcome applications from people wishing to job share.

Apply online 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.

Following a successful tender to Manchester NHS - Leisure Services have been awarded the contract to deliver the Community Physical Activity Programme. Health and physical activity is currently going through a very exciting phase. The value of physical activity has been recognised by the government as playing a crucial part in improving the physical and mental well-being of people and communities.

We are looking for self motivated managers, committed to improving the quality of life for the people of Manchester. You will be part of a supportive team which strives to achieve high standards in all areas.

Health Development Manager x 3 posts

Salary: Grade 7 £26,784 to £29,714 (bar at £28,947)
Ref: NB50690600/15

Location: Manchester Leisure Sports Development Centre, Denmark Rd, Hulme, M15 6FG

Hours: 35 per week

Fixed-term contract for 3 years

The role of the Health Development Manager is to increase opportunity and participation for adult activity with a core focus on those currently inactive, experiencing health inequalities, and those deemed most at risk of ill health. There will be a clear focus on preventative and population approaches. The roles will have a specific focus of on the following streams:

Personal Best Manager

This post will develop a city wide strategy for general programmes of activity that appeal to as wide an audience as possible. The development of the existing Personal Best Project will be a core focus, with a view to expanding the programme to end goal structured activity such as cycling, walking, swimming and dance. There will be a focus in supporting voluntary groups to develop and grow to deliver health programmes as determined by local communities.

Health Pathways Manager

This post will create the seamless pathways from specialist healthcare provision into mainstream service, ensuring both appropriate programming, activity session and personnel are all aligned to meet this specialist onward delivery pathway to enable long term semi and / or independent engagement and participation.

Obesity and Weight Manager

This post will create the physical activity programme, network and specialist service provision aligned to new and existing weight management programmes, for both Leisure Services and in partnership with organisations such as The Physical Activity Referral Scheme and The Healthy Living Network.

Head Exercise Specialist x 2 posts

Salary: Grade 6 £22,730 to £26,016 (bar at £25,220)
Ref: NB50690146/15

Location: Manchester Leisure Sports Development Centre, Denmark Rd, Hulme, M15 6FG

Hours: 35 per week

Fixed-term contract for 3 years

You will have the vision, drive and enthusiasm to increase the volume of delivery and ability to increase participation for adult activity. There will be a clear focus on preventative and population approaches.

These posts will be responsible for the co-ordination and delivery of the City Wide Community Activity Programme, which will be developed alongside the Health Development Managers and partner organisations such as Activity on Referral. The roles will include developing appropriate programmes for the key target groups. The roles will have a specific focus of either Aquatic Development or Indoor and Outdoor Development.

We welcome applications from people wishing to job share.

Apply online 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 5 October 2009.**

Project Management

Project Officer Level 1

Salary: Grade 6 £22,730 to £26,016 (bar at £25,220)
Ref: NB50689704/07

Location: Housing Opportunities Team, Town Hall Extension, M60 2LA
Hours: 35 per week
Permanent

This is an exciting and challenging time within Housing Opportunities. Working with partners we are developing new approaches to support affordable housing by using a cross tenure approach to increase housing options for residents, develop initiatives to create links between housing and worklessness as well as improve the quality of housing advice.

We're looking for a committed individual to join our Housing Opportunities team to help deliver our ambitions. This job requires enthusiasm, tact and diplomacy. You will be a keen and dedicated team player with excellent communication skills and experience of working with, and influencing, external partners. An ability to work under pressure and meet deadlines will also be crucial.

We welcome applications from people wishing to job share.

Apply online 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.

ICT/Technical

Building Schools for Future Contract Manager

Salary: Grade 8 £30,546 to £34,207 (bar at £33,328)
Ref: NB50688622/17

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

As part of our major change programme to transform learning, Manchester is investing in every secondary school in the city to be fit for 21st century learning rebuilding programme. Funded through Building Schools for the Future (BSF), part of the programme is the procurement of an ICT managed service to be rolled out as each new school is opened. We are now looking for an experienced Contract Manager to pick up responsibility for managing the contractual relationship with the ICT managed service provider. You must be committed to improving outcomes for children and young people by ensuring the contract is delivered to agreed standards and helping to maintain good day to day business relations between schools and the contractor. You will be joining a new Commissioning Team within Children's Services at a time of increasing focus on the role of the service in this area.

We welcome applications from people wishing to job share.

Apply online 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.

Technical

Business Support Assistant

Salary: Grade 4 £16,663 to £18,937 (bar at £18,270)
Ref: NB50688213/11

Location: Chief Executive's Department, GMUTC, 2nd Floor, 2 Piccadilly Place, Manchester, M1 3BN
Hours: 35 per week
Permanent

Administrative Assistant

Salary: Grade 4 £16,663 to £18,937 (bar at £18,270)
Ref: NB50688277/11

Location: Chief Executive's Department, GMUTC, 2nd Floor, 2 Piccadilly Place, Manchester, M1 3BN
Hours: 35 per week
Permanent

The Greater Manchester Urban Traffic Control Unit (GMUTC) is responsible for the design, operation and maintenance of over 2100 signal installations within the area of the ten Greater Manchester districts

We are looking for a Business Support Assistant and Administrative Assistant to support the smooth running of the Unit.

If you have the following skills, then we want to hear from you:

- Excellent organisational skills
- Excellent communication skills
- Excellent office skills
- Motivated, hardworking and a committed team member.

We offer a balanced work/life package, with a 35-hour week and flexible working hours, a final salary pension scheme, generous holidays and extensive training and development opportunities.

If you want to find out more about this challenging yet rewarding role, please contact us today for an application form.

We welcome applications from people wishing to job share.

Apply online 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.

Age Positive

We're supporting

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

Professional

Curator: Collections Access

Salary: Grade 6 £22,730 to £26,016 (bar at £25,220)
Ref: NB50690729/12

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

Hours: 35 per week

Permanent

This is a rare opportunity to work with the Galleries' Designated fine art collection, including our world famous Pre-Raphaelite paintings.

We are looking for someone who has in-depth knowledge of 19th century British art, with experience of curatorial practice, who is enthusiastic about making collections accessible to different audiences. You will be based at Manchester Art Gallery and will be responsible for all aspects of the display, interpretation, management and development of the historic fine art collection. You will also be expected to contribute to the Galleries' ambitious exhibitions and events programme.

We welcome applications from people wishing to job share.

Apply online 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.

CLOSING DATE – 12/10/2009

Finance

Intelligence Officer/ Fraud Investigator

Salary: Grade 4/5 £16,663 to 22,001 (bar at £18,937)
Ref: NB50687187/05

Location: Fraud Investigation Group, Town Hall, M60 2LA

Hours: 35 per week

Permanent

The Corporate Services Revenues and Benefits Fraud Investigation Group is responsible for investigating fraud and abuse of external claims made against the authority from members of the public or their agents.

We are looking for people able to work both on their own initiative, and as part of a team. Duties of the successful candidate will include conducting fraud investigations, including unaccompanied investigative interviews with members of the public at their place of residence or employment; administrative work, dealing with telephone enquiries and the collation of statistics. As such you will need to be numerate, have good oral and written communication skills, and be able to deal with people courteously and efficiently. You will need a flexible approach and be willing to work unsociable hours where required.

The post is within a career grade structure with a bar at the top of Grade 4 (spinal column point 21), progression beyond which will be dependent on the demonstration of the relevant knowledge, skills, competencies and performance. Duties will include gathering and recording evidence, carrying out investigations, and interviewing customers.

We welcome applications from people wishing to job share.

Apply online 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.

Council Tax Operations Manager

Salary: Grade 9 £35,079 to £38,575 (bar at £37,665)
Ref: NB50690681/05

Location: Alexandra House, Moss Lane East, Hulme, M15 5NX

Hours: 35 per week

Permanent

Collection of Council Tax in Manchester is both complex and challenging, even without the current economic situation. We are looking for an ambitious, talented and passionate Council Tax professional to continue to take the Council Tax Service forward.

You will provide inspirational leadership to a team of 45 staff with an emphasis on maximising collection and improving the customer experience. Reporting to the Head of Revenues, you will also be expected to play a major role in identifying, planning and developing service improvements and will be required to undertake other significant projects within the Revenues and Benefits Unit.

You will need to hold the IRRV professional qualification or have a demonstrable track record of managing Council Tax staff at a senior level, along with high performance in the collection of Council Tax. We welcome applications from people wishing to job share.

Apply online 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.

Finance Project Manager

Salary: Grade 10 £39,460 to £41,204
Ref: NB50692669/05

Location: Town Hall, Albert Sq, M60 2LA

Hours: 35 per week

Permanent

Manchester City Council is seeking two committed individual to provide financial and business planning support to private financial initiatives and a number of other major corporate projects.

You will be based in the Financial Management Division of the Corporate Services Department but work closely with officers across the Council, and representatives of external agencies, to ensure the efficient management and delivery of value for money projects.

For this role you will need to be a qualified CCAB accountant with a proven understanding of all aspects of financial management, highly developed investment appraisal skills, ideally in the PFI field, and an ability to utilise these skills in the delivery of major projects for a large and complex organisation.

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

We welcome applications from people wishing to job share.

Apply online 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.

Head of Schools Finance

Salary: Grade 10 £39,460 to £41,204
Ref: NB50692670/05

Location: Town Hall, Albert Sq, M60 2LA

Hours: 35 per week

Permanent

The Schools Finance Manager role is an exciting opportunity within Children's Services to support the 21st Century Schools Agenda including improving economy and efficiency in schools and raising the financial management standard in schools.

As a qualified CCAB Accountant, you should have extensive knowledge and understanding of Local Government Finance including substantial Schools Finance experience.

Managing a small team of Schools Budget Officers, your key role will include liaison with head teachers and governing bodies regarding the management of devolved schools budgets, funding formulas and other finance issues. You will also work closely with Internal Audit on their remit relating to controls, systems and governance in schools and ensure that head teachers and governing bodies receive appropriate advice regarding any finance issues and action plans.

The role will also require participation in capital projects for schools including the Building Schools for the Future Agenda and the Academies Programme and, there will be plenty of opportunity to participate on working parties and to represent the Service on Departmental, Local and National Groups as required.

This highly stimulating role will appeal to an ambitious individual seeking to help drive forward the Council's Vision for schools using their high level analytical, interpersonal and communication skills with a wide variety of stakeholders in a very dynamic environment.

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

We welcome applications from people wishing to job share.

Apply online 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.

Principal Finance Manager

Salary: Grade 9 £35,079 to £38,575 (bar at £37,665)
Ref: NB50692671/05

Location: Town Hall, Albert Sq, M60 2LA

Hours: 35 per week

Permanent

Manchester City Council is seeking committed individuals with a proven understanding of all aspects of financial management to provide financial and business planning support within Corporate and Service Finance roles.

You will be based in the Financial Management Division of the Corporate Services Department but work closely with officers across the Council, and representatives of external agencies, to ensure the efficient management and delivery of services. We are seeking forward thinking, highly committed individuals to support the City Council in achieving its ambition. You could be based in Adult Social Care, Children's Services, Corporate Service or Neighbourhood Services.

We are looking for a qualified CCAB accountant with highly developed knowledge and understanding of Local Government Finance, budgetary and business planning processes and closure of accounts requirements. With detailed knowledge of financial development, monitoring and control techniques including the acquisition of funding from external sources, income generation and ensuring regulatory compliance.

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

We welcome applications from people wishing to job share.

Apply online 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

Environmental Protection Specialist x 2 posts

Salary: Grade 7 £26,784 to £29,714 (bar at £28,947)
Ref: NB50690524/02

Location: Hammerstone Road Depot, Hammerstone Road, Gorton, Manchester, M18 8EQ

Hours: 35 per week

Permanent

There are exciting opportunities to work as part of a specialist team responsible for integrated service delivery across a wide range of specialist environmental protection issues relating to contaminated land, air, noise and water.

We are a successful team that sets a high standard of environmental control and provides a top quality, customer driven service. We support the Council's aim to develop and sustain a healthy, safe and attractive local environment which contributes to the economic and social well-being of the City and its people.

You will be given the opportunity to develop your expertise in a specialised field of environmental protection. For example, the Contaminated Land Team provides a consultancy service within the Council on regeneration schemes, new developments and the regulatory aspects of investigating and undertaking remedial work on contaminated land, while the Air Quality Team is responsible for the Council's legal duty to review and report on air quality and the implementation of air quality management across the City.

You should have a degree in Environmental Health or a relevant science degree, excellent communication skills, and a flexible attitude. Above all you need a determination and ability to persuade others to contribute to making Manchester a more sustainable city.

If you would enjoy the challenge of working in one of the most vibrant cities in Europe we'd like to hear from you.

We welcome applications from people wishing to job share.

Apply online 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

Childcare/Play/Youth

Childcare Manager x 2 posts

Salary: Grade 7 £26,784 to £29,714 (bar at £28,947)
Ref: NB50690454/17

Posts available at: Burnage Children's Centre, Broadhill Rd, Burnage, M19 1AG & Rusholme Children's Centre, Great Western St, Rusholme, M14 4HA

Hours: 35 per week

Permanent

This is an exciting opportunity for an experienced and committed manager. You will work alongside the Sure Start Head of Centre developing an integrated Children's Centre which offers a range of positive experiences, activities and services that meet identified needs for the local community. As the Childcare Manager you will be responsible for the organisational and operational aspects of the centre. The successful applicant will have the opportunity to work with a number of partners from within the City Council, Health and also the independent, private and voluntary sector organizations in the delivery of a core offer of services. If you are an individual with excellent communication and interpersonal skills then this could be the ideal position for you. You must hold an NVQ level 3 in Childcare or equivalent.

We welcome applications from people wishing to job share.

Apply online 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.

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

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!*

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?

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

Visit www.manchester.gov.uk/fosteringadoption

Non-Manchester City Council Advertisements

The South Manchester Law Centre

Finance/Admin Worker

The post is 28 hours per week:

Salary £27,090. 30 days holiday pa pro rata

Flexible working hours

For application form & information pack contact South Manchester Law Centre, 584 Stockport Road, Manchester, M13 0RQ or phone 0161 225 5111 or email: admin@smlc.org.uk

Closing date: 25 September 2009

We are an equal opportunities employer

AFRICAN CARIBBEAN CARE GROUP FOR THE ELDERLY(ACCG)

Registered charity no. 1028464



Temporary Community Outreach Worker

(Initially one year fixed-term)

Salary: £21,701–£23,708 pa. 35 hours per week, plus Pension and Essential Car User Allowance

The successful applicants will:

Work as part of a team developing and strengthening community living by providing an outreach and support service to mainly elderly African Caribbean people living in central and south Manchester and north Trafford.

Applicants must possess a recognised qualification in health or social care, plus a thorough working knowledge of current NHS and Community Care issues and provision.

Car driver and access to a car essential.

Closing date for applications: 5 October 2009

Interviews will be held on Wednesday 21 October 2009

Advocacy Development Worker

17.5 hours per week. Salary: £19,908–£21,897 pa (pro rata), plus contributory pension

The successful candidate will provide an advocacy service for users and their carers who are members of the African Caribbean Care Group, by empowering them to express their views, wishes and choices. The Advocacy Worker will ensure that clients are able to remain as involved as possible in all decisions which affect their lives.

Further information can be obtained from the administrator, African Caribbean Care Group, Claremont Resource Centre, Rolls Crescent, Hulme, Manchester, M15 5FS or telephone 0161 226 6334.

Closing date for applications: 5 October 2009

Interviews will be held on Monday 26 October 2009



YPAC (Youth Project at Apostles and Cuthberts)

PART-TIME YOUTH WORKER

JNC points 11–16 (£19,362–£23,291) pro rata

Initially a fixed-term post till March 2011

18 hours per week

Application deadline: Thursday 1 October 2009

Interview date: Monday 12 October 2009

For application pack and chat, please contact Emma/Joanne on 0161 205 0880 or email: ypac@eastserve.com Website: www.ypacmanchester.org.uk

The successful candidate will need to work within the Christian ethos of the project funded through The Big Lottery Fund.

BREAKTHROUGH UK LTD

Aked Close, Ardwick, Manchester M12 4AN

We are a successful and growing initiative, controlled by disabled people, and providing training, employment and dependent living support to disabled people in Manchester and Liverpool. We are recruiting the following posts:

EMPLOYMENT OFFICER (MANCHESTER)

Salary £18,504.98 rising to £19,250.37 after completion of probationary period

AIMS OF POSTS

- To contact and liaise with employers to negotiate jobs and placements for disabled people
- To support disabled people in the work place
- To provide advice and support to employers and clients in the workplace

The post is 35 hours per week, based in Manchester. Recruitment is open, though we employ 60% disabled people, thanks to our targeted process. No formal qualifications are required: relevant experience will be significant.

Please NOTE CV's will not be accepted as part of an application.

Please ring Terry for details stating which format is required

Tel: 0161 273 5412 Text phone: 0161 273 5727 (with answer phone facility)

Or email: t.holmes@breakthrough-uk.co.uk

CLOSING DATE FOR APPLICATIONS
Monday 21 September 2009



CATHOLIC CHILDREN'S RESCUE SOCIETY (Diocese of Salford) Inc

"Caring for children and families in the Diocese of Salford"

CCRS is a well established, leading local provider of high quality social care services for children and families.

SESSIONAL SOCIAL WORKERS

(Supervised Contact) SCP 26-36

£12.70 - £17.15 per hour. Based in Didsbury

The Child Contact Centre provides assessments of contact for court, solicitors and Local Authorities working closely with Cafcass with whom we have a current contract. Working on a sessional basis, postholders will be required to take the lead role in supervising contact sessions alongside support workers and produce assessment reports.

Registered with the GSCC, you will be experienced in working with children and families and be keen to be involved in a new project.

Sessions will usually be on Saturdays between 10.00am and 4.00pm with some availability required for weekday evenings between 4.00pm and 7.00pm.

Please note that due to the nature of the Society's work, the successful candidate will be required to undergo an Enhanced Criminal Records Bureau check.

Closing date: 5 October 2009. Interviews: Week commencing 12 October 2009

For an application pack please contact:-

Kelly Shakos, Human Resources Officer

Catholic Children's Rescue Society

390 Parris Wood Road

Didsbury, Manchester, M20 5NA

Tel: 0161 445 7741

Email: kelly.shakos@ccrsorg.co.uk



CCRS IS AN EQUAL OPPORTUNITIES EMPLOYER

Cheetham Hill Advice Centre

Volunteer Advice Workers needed

Are you a good listener who enjoys solving problems?

We are looking for individuals to join our new Volunteer Programmes. Volunteers will train to advise people from the surrounding communities on issues such as welfare benefits, tax credits, housing, debt and consumer.

The Programme includes an 11 week Level 2 course in Advice Work Skills and Welfare Benefits, starting October 5th 2009. You need to be able to offer at least 1.5 days, ideally 2 days a week, for a minimum of one year. We will refund reasonable out-of-pocket expenses.

We are particularly interested in applications from local speakers of community languages e.g. Somali, Arabic, Urdu and Punjabi, people with no previous qualifications. We are also interested in hearing from asylum seekers, refugees and local people.

For more information please contact Margaret or Sheila at CHAC on 0161 740 8999 or email margaret@cheethamadvice.org.uk



Lloyds TSB | Foundation for England and Wales

Manchester Women's Aid is a newly merged organisation offering temporary accommodation and outreach services to people experiencing domestic abuse. We have the following posts available and invite you to apply to become part of our new and exciting organisation.

ESOL Tutor

To design a curriculum that meets ESOL standards in Skills for Life. Deliver weekly ESOL classes in the community to women who have experienced domestic abuse.

Salary: £7,214

(9 hours per week)

You will need a TESOL or equivalent qualification

(Available until March 2013 pending further funding)

Children's Project Worker - South Manchester

To offer high quality Children's Services to women, children and young people seeking refuge and protection from domestic abuse.

Salary NJC Scale 5 £19,427

Hours: 35

You will need an NVQ Level 3 or equivalent

To cover Maternity Leave until June 2010.

For an application form, job description and person specification, call 0161 660 7999 or email: info@manchestermomentsaid.org

Please return to info@manchestermomentsaid.org or post to

MWA. Kath Locke Centre, 123 Moss Lane East, Manchester M15 5DD

MWA is an equal opportunities employer and we welcome applications from minoritised groups. Closing date for this post 30 September 2009

The above posts are open to women only and are exempt under the SDA Act 1975, section 7(2) exemption. (Funded by Children In Need & Big Lottery)

Interviews will be held during the week of 12 October 2009

'empowering people, creating opportunity,
valuing diversity'

manchester
women's aid



Delivering diversity and equality

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

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

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

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

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: 5 October 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: 5 October 2009 unless otherwise stated.

Contact details:

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

Application forms and further details are available from:

Recruitment Services, Personnel Shared Service Centre, Level 1, Belle Vue Centre Offices, Pink Bank Lane, 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 5 October 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.





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

Manchester City Council will help you gain new skills and become the person you always thought you'd be

Manchester City Council is a people-based organisation. People are our greatest asset and for that reason we aim to place people at the heart of everything we do. We want to help all staff reach their full potential and are prioritising those without qualifications to help them progress. We offer our staff the opportunity to work towards nationally recognised qualifications, for example the Apprenticeship scheme. For all information on current vacancies, visit www.manchester.gov.uk