

16 November 2009

Jobsupdate

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Working for Manchester City Council

Jobs Update caught up with Yvonne Moore, Mobile Cleaner, who appears on this month's front cover. Here she answers a few questions about her role and why she likes working for the Council.

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

I started work for the Council in 2007 as a mobile cleaner – this is my first job with the Council.

Which service do you work for now?

The Building, Cleaning, Caretaking, Services, we are part of Trading Services.

What does your current role involve?

I am part of the mobile cleaning team based at Hammerstone Road depot. My team is responsible for a variety of cleaning duties and covers a number of buildings across the city, providing cover for sickness, holidays and specialised cleaning.

The role also entails an element of training with regard to cleaning techniques and equipment for cleaners eg. stripping, redressing floors, buffing machines, sanding floors etc.

What training and development opportunities have you received?

Manual handling, COSHH, NVQ Level 2 in Building Cleaning, Customer Care, Floor Sanding.

What do you like about working for the Council?

There are opportunities for further development and promotion. I have a good team of mobile cleaners who are all willing to go the extra mile, but I equally receive support and encouragement from my line managers.

I like working as part of a team, meeting new members of staff and the opportunity to meet clients on site when we visit. I also enjoy the satisfaction of seeing a job through by ensuring that all sites have received cleaning cover.

I feel that since I started work for the Council, I have been given the chance to show my full potential.

About Manchester

The north west of England is the UK's largest economic region outside 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 countries and the city has developed as a business centre with strong links to Asia, the USA and 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 the city's people.

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

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Hospitality/Catering/ Domestic/Cleaning

Support Services Assistant

Salary: Grade 1 £12,489 to £12,787 (bar at £12,489) pro rata
Ref: NB50715374/17

Location: St Peter's Children's Centre, St Peter's Square, M60 2LA
Hours: 17.5 per week
Permanent

You will be responsible for carrying out cleaning duties to a high standard, ensuring the centre is kept in a hygienic condition. Your role as part of the centre support team will be to ensure that the building is kept in a clean and tidy condition for service users.

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. See Recruitment Services for full details on page 18.

Building Attendant

Salary: Grade 2 £13,189 to £14,733 (bar at £13,874) pro rata
Ref: NB50715986/17

Location: Sale Road Sure Start Children's Centre, Sale Road, Northern Moor, Wythenshawe, M23 0LX
Hours: 17.5 per week
Permanent

We are looking for a Building Attendant to join our team at Sale Road Sure Start Children's Centre. You will carry out minor repairs, general maintenance and cleaning in a professional and efficient manner.

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

The successful candidate will be expected to work flexible hours and some weekends to meet the needs of Centre users.

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Relief Catering Assistant (South)

Salary: Grade 1 £6.84 to £7.01 (bar at £6.84) per hour
Ref: NB50716735/20

Location: Covering Chorlton, Whalley Range and Moss Side
Hours: 10 per week (Monday to Friday, 2 hours per day)
Permanent

Manchester Fayre are looking for Relief Catering Assistants to work in Schools in the north area of the City.

This job comes with all the trimmings:

- Good prospects – step onto other jobs
- Great Pension – we contribute
- Working in schools local to you
- Gain National recognised qualifications

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

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Apply online www.manchester.gov.uk/jobs. Application forms: 0161 227 3373. See Recruitment Services for full details on page 18.

Catering Assistant

Salary: Grade 1 £6.84 to £7.01 (bar at £6.84) per hour
Ref: NB50716734/20

Location: St Catherine's RC Primary School, School Lane, Didsbury, M20 6HS
Hours: 10 per week TTO (Monday to Friday, 2 hours per 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.

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Catering Assistant

Salary: Grade 1 £6.84 to £7.01 (bar at £6.84) per hour
Ref: NB50716733/20

Location: St Marys RC Primary School, Clare Road, Levenshulme, M19 2QW
Hours: 12 per week TTO (Monday to Thursday, 2.5 hours per day and Friday, 2 hours)
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. See Recruitment Services for full details on page 18.

The closing date for jobs within the Manchester City Council section, in this issue is 7 December 2009 unless otherwise stated. Please see page 18 for application details.

Catering Assistant x 2 posts

Salary: Grade 1 £6.84 to £7.01 (bar at £6.84) per hour
Ref: NB50716739/20

Posts available at:

- All Saints C.E Primary School, Culcheth Lane, Newton Heath, M40 1LS
10 hours per week TTO (Monday to Friday, 2 hours per day)
- St Wilfreds Primary School, Mabel Street, Newton Heath, M40 1GB
10 hours per week TTO

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.

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Social/Care/Community Work/Educational Support

Assistant Support Worker

Salary: Grade 4 £16,830 to £19,126 (bar at £18,453)
Ref: NB50709380/16

Location: Citywide
Hours: 35 per week
Permanent

As an Assistant Support Worker you will have front-line, direct involvement with service users. Assistant Support Worker's will provide a 24-hour presence (working shifts on a rota basis) and will have a key role in the success of this new provision. Working closely with service users and their Support Workers, you would be given specific support-related tasks. You would be the first point of contact for service users and would deal directly with most routine issues. You would also have a number of practical duties, such as safety and security checks and preparing flats/rooms for let.

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

We would welcome enquiries from anyone interested in these posts. Please contact Sheila Horgan on 0161 219 2914 or Gregg Holt 0161 234 5449 if you would like further information or to discuss.

We welcome applications from people wishing to job share.

Apply online www.manchester.gov.uk/jobs. Application forms: 0161 227 3373. See Recruitment Services for full details on page 18.

CFPT Youth Support Worker x 2 posts

Salary: Grade 6 £22,958 to £26,276 (bar at £25,472)
Ref: NB50716288/11

Location: Alexandra House, Moss Lane East, Hulme, M15 5NX
Hours: 35 per week
Permanent

We are looking for dynamic and highly skilled Youth Support Workers to join our specialist team working with some of the most complex and deprived families in the city. Our client group includes families who are experiencing a range of difficulties, including youth crime, anti-social behaviour, domestic abuse, substance misuse or mental health problems. We use whole family interventions combining prevention, challenge and non-negotiable 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, and takes place within a strong team-based culture.

The Youth Support role involves working intensively with young people using individual and group work interventions to build esteem, and to help young people in complex families to achieve the "Every Child Matters" outcomes.

A capacity to work collaboratively with a range of other professionals and a willingness to adopt a flexible approach to working hours and location will be essential.

If you thrive on hard work and challenge, have imagination, energy, 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.

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Recovery and Development Worker

Salary: Grade 4 £16,830 to £19,126 (bar at £18,453)

Ref: NB50716731/16

Location: Harpurhey Day Centre, 93 Church Lane, Harpurhey, M9 5BG
Hours: 35 per week
Permanent

We are looking for a committed and resourceful person to join our team in providing day and activity services to adults with mental health problems.

You need to have an understanding of the effects of mental illness on the lives of individuals. The service seeks to promote peoples' recovery through pursuing activities and interests.

The successful candidate will need the ability to motivate people and work with groups and on a one to one basis. The post holder will be involved in developing links between day services and community resources.

We welcome applications from people wishing to job share.

Apply online www.manchester.gov.uk/jobs. Application forms: 0161 227 3373. See Recruitment Services for full details on page 18.

Social Worker

Salary: Grade 7 £27,052 to £30,011 (bar at £29,236)
Ref: NB50716742/16

Location: Community Alcohol Team, Mauldeth House, Chorlton, M21 7RL

Hours: 35 per week

Fixed-term contract until 30th April 2011

As an Alcohol care manager you will operate within a community alcohol team, working alongside health colleagues.

Working across the range of alcohol related harm the post holder will be responsible for completing community care assessment, and identification of individual need.

The focus of the post is to support individuals to move towards successfully addressing their alcohol use bringing a social care perspective to the team you will support individuals to overcome barriers to accessing treatment and support in areas such as housing, employment and benefit uptake.

You will also be responsible for assessing for residential rehabilitation and structured day care support and in developing aftercare support for individuals accessing inpatient detoxification.

In addition provide harm reduction support, support with issues of neighbour nuisance and adult safeguarding.

You must hold a recognised Social Work qualification and be registered with the General Social Care Council.

The post holder may be required to work flexibly as required by the needs of service users.

We welcome applications from people wishing to job share.

Apply online www.manchester.gov.uk/jobs. Application forms: 0161 227 3373. See Recruitment Services for full details on page 18.

Management Information Manager

Salary: Grade 7 £27,052 to £30,011 (bar at £29,236)
Ref: NB50716747/16

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

Hours: 35 per week

Permanent

The Re-ablement team provide a short term, up to 6 weeks, service to adults across the city that need help in regaining their independence. The service is passionate about its customers and supporting them to achieve their own goals and outcomes which in turn, enable them to remain living independently at home.

Re-ablement is a new service, at the heart of the Adult Social Care Programme for change and is leading player in the delivery of the personalisation agenda. To help the service in achieving its new standards, we are seeking an experienced, creative people manager to manage the business support function.

You will report to the Head of Service and while the role involves the production of accurate and timely performance management information, importantly you will also be an all rounder with responsibility for engaging with our staff and customers at every level, delivering change. This is a unique opportunity to shape our processes and systems while playing a significant role in improving our service delivery.

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

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

We welcome applications from people wishing to job share.

Apply online www.manchester.gov.uk/jobs. Application forms: 0161 227 3373. Closing Date: 30 November 2009

Communications and Public Relations Officer

Salary: Grade 7 £27,052 to £30,011 (bar at £29,236)
Ref: NB50716748/11

Location: Town Hall Extension, St Peters Square, M60 2LA

Hours: 35 per week

Fixed-term contract for 6 months

The Crime & Disorder Team is seeking to recruit a Communications and Public Relations Officer who can support the strategic objectives of reducing crime and addressing the priorities that are important to local residents. The successful candidate will manage the Crime and Disorder Communications budget; organise publicity material and work with colleagues in partner organisations to effectively identify a consistent and clear set of messages.

We are looking for someone with excellent written skills, a good track record in project management and experience of implementing a communications strategy linked to an organisation's business plan and targets.

We welcome applications from people wishing to job share.

Apply online www.manchester.gov.uk/jobs. Application forms: 0161 227 3373. See Recruitment Services for full details on page 18.

Regeneration/Housing/ Economic Development

Team Leader Strategic Development

Salary: Grade 10 £39,855 to £41,616
Ref: NB50716289/11

Location: New East Manchester, 187 Grey Mare Lane, M11 3ND

Hours: 35 per week

Fixed-term contract until 31 March 2011

New East Manchester Ltd (NEM) is an Urban Regeneration Company, a partnership between Manchester City Council, the Homes and Communities Agency and North West Regional Development Agency, leading one of the largest, most challenging and exciting regeneration programmes in the UK, responding to challenges across a broad spectrum of physical, social and economic issues. Significant investment has been made over the last nine years but there remains a major challenge to ensure progress is sustained and to ensure the objectives outlined in the East Manchester Strategic Regeneration Framework are delivered. NEM is now recruiting a Team Leader Strategic Development to assist in this work.

The successful postholder will demonstrate knowledge and understanding of the key drivers influencing area-based regeneration and will assist in the management and coordination of regeneration activity with a particular focus on place making to deliver high quality sustainable residential development and renewal.

We welcome applications from people wishing to job share.

Apply online www.manchester.gov.uk/jobs. Application forms: 0161 227 3373. See Recruitment Services for full details on page 18.

Principal Policy Officer (Skills)

Salary: Grade 9 £35,430 to £38,961 (bar at £38,042)
Ref: NB50716830/11

Location: Town Hall, Albert Square, M60 2LA

Hours: 35 per week

Permanent

Manchester is enjoying a major renaissance. The City is now the largest and fastest growing regional centre in the UK – and one of the most popular visitor and investor destinations in Europe. But we still have much to do. One of our principle challenges is to ensure that our residents and communities have maximum access to the employment and wealth generating opportunities that are being created. Key to improving the economic prospects of residents in our most disadvantaged communities is substantially improving adult skills levels. To support us in this objective, we are seeking a Principal Policy Officer (Skills).

This is a key post within the Economic and Urban Policy Unit. You will facilitate the development of policies to support the delivery of the Council's strategic skills agenda as part of the wider Employment, Skills and Enterprise Strategy and manage the City Council's contractual and reporting relationships with key commissioners and partner organisations. You will also co-ordinate the operation of the Employment, Skills & Enterprise Board and represent the Council on skills matters at a sub-regional level.

You will have experience or knowledge of the lifelong learning/post-16 education and training sector and the ability to manage complex public and private sector partnerships to drive forward individuals and teams to deliver strategic outcomes. You will be able to think strategically, analyse complex issues and assess their implications for the Council's responsibilities and will have experience of securing and managing public funding sources.

We welcome applications from people wishing to job share.

Apply online www.manchester.gov.uk/jobs. Application forms: 0161 227 3373.

Closing Date: 30 November 2009

**The next issue of Jobs Update
will be published on 7 December 2009.**

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

Administration/ Secretarial/Clerical

Visiting Officer

Salary: Grade 5 £19,621 to £22,221 (bar at £21,519)
Ref: NB50716826/05

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

Hours: 35 per week

Permanent

Manchester's Benefits Service is responsible for processing Housing Benefit, Council Tax Benefit and Education Benefits. Our aim is to provide the highest level of customer care by processing claims as quickly and accurately as possible.

Our caseload of over 70,000 live claims reflects the full range of Manchester's multicultural population.

To help us meet our objectives we are looking for a hardworking, committed, highly motivated individual who can work alone and has a passion for customer care.

The main purpose of the role is to visit customers in their homes to collect information, provide advice and verify facts relating to Benefit claims. To be successful in this role you will need to have experience of assessing Housing Benefit and Council Tax Benefit and an awareness of other welfare benefits. You must possess excellent verbal and written communication skills, a full, current driving licence, and have access to a vehicle for use at work for which essential car user allowance is payable.

The person we are looking for will have:

- The ability to work alone and under pressure
- The confidence to conduct direct questioning to confirm the accuracy of the information provided
- The ability to organise their own workload
- Have a personal commitment to providing a confidential, accessible and quality service to all our customers

In return we offer an attractive salary with a final pension salary scheme, generous holidays, flexible working hours and essential car users allowance. We will fully support you in your development by providing you with training, supervision and regular appraisals.

We welcome applications from people wishing to job share.

Apply online www.manchester.gov.uk/jobs. Application forms: 0161 227 3373. See Recruitment Services for full details on page 18.

Administrator

Salary: Grade 4 £16,830 to £19,126 (bar at £18,453)
Ref: NB50716831/17

Location: Sharston Sure Start Children's Centre, Poundswick Lane, Wythenshawe, M22 9TA

Hours: 35 per week

Permanent

We are looking for an administrator who will be based in our Sure Start Children's Centre which will provide a range of services to support families.

You will be an important part of the team providing comprehensive and responsive administrative support including the responsibility for purchasing and financial monitoring.

If you are a skilful communicator with a range of children, parents and workers from a variety of agencies, this may be the job for you.

We welcome applications from people wishing to job share.

Apply online www.manchester.gov.uk/jobs. Application forms: 0161 227 3373. See Recruitment Services for full details on page 18.

Valuation and Support Officer

Salary: Grade 4 £16,830 to £19,126 (bar at £18,453) pro rata
Ref: NB50716603/05

Location: Alexandra House, Moss Lane East, Hulme, M15 5NX
Hours: 17.5 per week (Wednesday pm, Thursday and Friday)
Permanent

The Business Rates service is a key service within Manchester City Council. The Business Rates Team is located in a busy and demanding environment that is constantly striving to maximize the collection of Business Rates. To assist in achieving this goal we are looking for an individual to assist in the maintenance of the local valuation list, and in the administration of the inspection function and to update the Council's business property records.

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

A test will be held week commencing 11 January 2010. The successful candidates will then be invited for an interview week commencing 18 January 2010.

We welcome applications from people wishing to job share.

Apply online www.manchester.gov.uk/jobs. Application forms: 0161 227 3373. See Recruitment Services for full details on page 18.

Secretary – Level 1

Salary: Grade 5 £19,621 to £22,221 (bar at £21,519)
Ref: NB50716740/16

Location: Town Hall, Albert Square, M60 2LA
Hours: 35 per week
Permanent

We are looking to appoint a Secretary to work within the Adult Social Care Departmental Management Team. You will be an important part of the team providing comprehensive and responsive secretarial support.

We are looking for a person who can demonstrate they have:

- Outstanding communication skills to deal with a wide range of people
- Experience of managing and coordinating electronic diaries and ensure their effective and efficient organisation
- The skills to arrange and actively service high profile meetings and events and produce minutes
- Organisational and Prioritising skills to manage own and the Director's and Assistant Directors workload efficiently
- Capacity to be able to work in a fast paced and demanding environment
- Self motivation and is able work on own initiative
- Excellent keyboard skills
- The ability to maintain electronic and paper records
- The qualities to maintain a high level of confidentiality throughout their work

You will also need to be willing to pursue your own personal development and take full advantage of training provided as well as being willing to participate in new initiatives and changes in service delivery.

If you have the ability and skills for this post we look forward to hearing from you.

We welcome applications from people wishing to job share.

Apply online www.manchester.gov.uk/jobs. Application forms: 0161 227 3373. See Recruitment Services for full details on page 18.

Business Rates Officer

Salary: Grade 4 £16,830 to £19,126 (bar at £18,453)
Ref: NB50716600/05

Location: Alexandra House, Moss Lane East, Hulme, M15 5NX
Hours: 35 per week
Permanent

The Business Rates service is a key service within Manchester City Council. The Business Rates Officer posts are located in a busy and demanding environment that is constantly striving to maximize the collection of Business Rates.

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

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

A test will be held week commencing 11 January 2010. The successful candidates will then be invited for an interview week commencing 18 January 2010.

We welcome applications from people wishing to job share.

Apply online www.manchester.gov.uk/jobs. Application forms: 0161 227 3373. See Recruitment Services for full details on page 18.

Environment

Contact Centre Co-ordinator

Salary: Grade 4 £16,830 to £19,126 (bar at £18,453)
Ref: NB50716732/02

Location: Belle Vue Centre, Pink Bank Lane, Longsight, M12 5QN
Hours: 35 per week
Permanent

Environment on Call is one of Manchester City Council's contact centres, set up to help sustain a healthy, safe and attractive local environment for Manchester's residents, businesses and visitors.

Environment on Call is committed to unrivalled customer service - that's why we're looking for an individual with relevant training experience who will co-ordinate the preparation and delivery of training, development and learning activity for the contact centre.

Being passionate about providing a first class customer service, you set yourself high standards of performance and know that the way to gain a great reputation is by not only meeting but exceeding customer expectations. With previous contact centre experience, you remain calm under pressure and have an ability to provide innovative solutions to the problems that may come your way.

Does this describe you? If so, we want you in our team.

In return, we'll provide you with a competitive package reflecting the skills you bring to the contact centre. You'll join a fast growing dynamic team, which will continue to expand significantly over the next 12 months. We'll provide you with a modern and motivational working environment and if you prove you have what it takes, there'll be opportunities for you to progress up the ladder.

We welcome applications from people wishing to job share.

Apply online www.manchester.gov.uk/jobs. Application forms: 0161 227 3373. See Recruitment Services for full details on page 18.

Planning/Building/ Engineering

Assistant Duty Manager

Salary: Grade 5 £19,621 to £22,221 (bar at £21,519)
Ref: NB50716835/15

**Location: Manchester Leisure Sports Development Centre,
Denmark Road, Hulme, M15 6FG**
Hours: 35 per week (Shift Rota)
Permanent

We are seeking an experienced, self-motivated individual for this full-time post within Manchester Leisure Community Activity.

Reporting to the Duty Manager, the successful applicant will provide support in the successful running of the Sports Development Centre. Applicants must display a strong customer care focus and have an understanding of Manchester's community needs to ensure the maintenance of high standards within a people-based service environment.

If you feel you have the necessary drive and enthusiasm to join our team please obtain copies of the Job Description, Person Specification and Application Form which outline in more detail the role and responsibilities of the post.

We welcome applications from people wishing to job share.

Apply online www.manchester.gov.uk/jobs. Application forms: 0161 227 3373.
See Recruitment Services for full details on page 18.

Health

Occupational Health Advisor

Salary: Grade 7 £27,052 to £30,011 (bar at £29,236)
Ref: NB50720044/05

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

Maintaining a healthy workforce and a positive attendance culture is key to the successful delivery of our services.

We are looking for experienced Occupational Health professionals to strengthen and deliver a high quality customer focussed occupational health service.

Working in conjunction with colleagues, Physicians and Personnel Advisors you will provide a comprehensive and objective health advisory service to service managers and external clients, including advice on employee absence referrals, local management issues, pre-employment health assessments, statutory health screening and contribute to the delivery of health corporate health and well being initiatives.

You must have excellent communication skills, including report writing and computer skills, be able to work under pressure and hold a recognised qualification: Registered Nurse plus Occupational Health Nurse Certificate, Diploma, or Degree in Community Nursing (OH).

We welcome applications from people wishing to job share.

Apply online www.manchester.gov.uk/jobs. Application forms: 0161 227 3373.
Closing Date: 04 January 2010

Finance

Senior Finance Manager

Salary: Grade 8 £30,851 to £34,549 (bar at £33,661)
Ref: NB50716749/05

Posts available at:

• **Town Hall, Albert Square, M60 2LA**

• **Belle Vue Centre Offices, Pink Bank Lane, Longsight, M12 5QN**

Hours: 35 per week

Permanent

Manchester City Council is changing, with immense challenges to public sector funding, our services are keen to further improve their use of resources and achieve greater value for money. After a reorganisation of the Council's Financial Management Service we now have opportunities in teams supporting both Service and Corporate Directorates, at various locations including Manchester Town Hall, M60 2LA and Pink Bank Lane, M12 5QN.

We are seeking CCAB qualified accountants with enthusiasm to drive financial management forward. As well as your professional accountancy competency in areas such as budgetary and business planning, closure of accounts and project accounting, you will have strong people skills and be able to communicate with service managers, partner agencies and colleagues.

These roles are varied and will be critical in enabling our services to deliver the vision and objectives of the council, whilst demonstrating true value for money and improving the quality of life for Manchester residents.

Bring your knowledge and skills, which may be in the public or private sector, to Manchester City Council and we can develop your potential further. This is an exciting and challenging time for the Public Sector and finance professionals can play a key part in enabling the delivery of effective services for our community against real financial constraints.

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.

We welcome applications from people wishing to job share.

Apply online www.manchester.gov.uk/jobs. Application forms: 0161 227 3373.
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.

Senior Finance Manager x 2 posts

Salary: Grade 8 £30,851 to £34,549 (bar at £33,661)
Ref: NB50718532/05

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

Manchester City Council is seeking two highly committed individuals who are able to demonstrate an understanding of all aspects of financial management to provide financial and business planning support.

You will provide a key role in the Schools Strategic Finance Group, dealing with Head teachers, and Governing bodies in regard to schools finances. You will work closely with Internal Audit on schools governance, systems and control to ensure appropriate advice is given to head teachers and governing bodies'. You will also be dealing with the management of devolved schools budget, funding formulas and other finance issues. Experience in these areas is desirable but not essential.

You will lead and manage a team responsible for providing financial advice, management and monitoring information for corporate and specific revenue and capital budget service areas. You will assist the Principal Finance Manager to ensure the efficient management and delivery of services. You will provide added value through high quality support and advice to customers and stakeholders. For these roles you will need to be 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 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. See Recruitment Services for full details on page 18.

Professional

Risk Manager x 3 posts

Salary: Grade 8 £30,851 to £34,549 (bar at £33,661)
Ref: NB50716833/05

Location: Heron House, Brazenose Street, M2 5DB
Hours: 35 per week
Permanent

Manchester is an ambitious city; with ambition comes risk. In order to take maximum advantage of opportunities to deliver its priorities the Council recognises the crucial role of professional risk management.

We are appointing three Risk Managers who will work directly with services in risk assessment, management and mitigation and support the corporate centre in tracking progress with risk management activity at all levels, providing assurance that it continues to become more and more embedded within all Council services. The postholders will also participate in a dynamic programme of training and facilitation ensuring managers are able to use the risk management processes as a core competency in doing their day jobs.

We are looking for three innovative thinkers with exceptional influencing skills to work face to face with, amongst others, the Council's most senior managers and elected members. Strong analytical skills and confident presentation abilities are vital as is experience in risk management within either the public sector or other large and complex organisations. The posts are a crucial part of a dynamic and growing service, which is at the very heart of the Council's ambition to improve the lives of all its residents, workers and visitors.

We welcome applications from people wishing to job share.

Apply online www.manchester.gov.uk/jobs. Application forms: 0161 227 3373. Closing Date: 27 November 2009

Emergency Planning Manager

Salary: Grade 8 £30,851 to £34,549 (bar at £33,661)
Ref: NB50716827/02

Location: Town Hall Extension, St Peters Square, M60 2LA
Hours: 35 per week plus out of hours duty cover
Permanent

Are you Ready for Anything?

Manchester is a city of international significance and the economic heart beat of the region. Resilience is an emerging component to its continued success. Are you prepared to be part of this challenge?

Leadership Essential!

This is an exciting opportunity for a motivated and innovative individual with excellent inter-personal and communication skills to join a team of dedicated professionals in a progressive and forward thinking Civil Contingencies Unit. Together with the Head of Civil Contingencies and the Corporate Business Continuity Manager, you will form part of the Unit's management team.

The Civil Contingencies Unit supports the City Council and strategic partners in preparing for and responding to a range of external emergencies and internal disruptions. Ensuring that the Council meets its responsibilities under the Civil Contingencies Act (2004), the Unit works with a wide range of internal and external partners to develop arrangements that will ensure Manchester is a safe environment for those who visit, live and work in the city.

Enhancing Resilience, Responding in Crisis!

As an experienced manager, ideally with previous background in resilience based roles, you will lead on the production, testing and exercising that is integral to the success of risk assessment, planning and delivering resilience. In particular you will be responsible for maintaining appropriate Council readiness, operational and tactical arrangements including maintenance and development of operational capabilities and embedding a resilience culture across the organisation and communities across the city.

The post holder will be required to take part in the duty officer rota and be available to respond to emergencies 24/7 when on-call. An allowance is paid for this. It is essential for applicants to hold a full, current driving licence and have access to a vehicle for use at work for which essential car user allowance is payable. The post holder will be required to live within 45 minutes travelling distance of central Manchester.

Interviews will be held on Friday 11 December 2009.

We welcome applications from people wishing to job share.

Apply online www.manchester.gov.uk/jobs. Application forms: 0161 227 3373. Closing Date: 25 November 2009

Assistant Emergency Planning Officer x 2 posts

Salary: Grade 6 £22,958 to £26,276 (bar at £25,472)
Ref: NB50716828/02

Location: Town Hall Extension, St Peters Square, M60 2LA
Hours: 35 per week plus out of hours duty cover
Permanent

Are you Ready for Anything?

Manchester is a city of international significance and the economic heart beat of the region. Resilience is an emerging component to its continued success. Are you prepared to be part of this challenge? The Civil Contingencies Unit supports the City Council and strategic partners in preparing for and responding to a range of external emergencies and internal disruptions. Ensuring that the Council meets its responsibilities under the Civil Contingencies Act (2004), the Unit works with a wide range of internal and external partners to develop arrangements that will ensure Manchester is a safe environment for those who visit, live and work in the city.

Delivering within the Team

We are offering an exciting opportunity for dynamic individuals to contribute to the resilience agenda in Manchester. You will play a valuable role within the Civil Contingencies Unit's team by undertaking research, producing and testing emergency plans and business continuity management arrangements. Additionally the post holder will ensure that the administrative, financial and reporting requirements of the Unit are delivered. We are looking for an applicant with the ability to communicate confidently, deliver projects and work effectively within a small team.

Cool in a Crisis!

You will also be required to participate in the Council's Duty On Call Rota for which an additional payment is made. It is essential for applicants to hold a full, current driving licence and have access to a vehicle for use at work for which essential car user allowance is payable. If you feel you have the necessary skills and experience to fill one of these posts in the Civil Contingencies Unit, we would like to hear from you.

Interviews will be held on Monday 14 December 2009.

We welcome applications from people wishing to job share.

Apply online www.manchester.gov.uk/jobs. Application forms: 0161 227 3373.
Closing Date: 25 November 2009

The closing date for jobs within the Manchester City Council section, in this issue is 7 December 2009 unless otherwise stated. Please see page 18 for application details.

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

Project Management

Project Manager Level 1

Salary: Grade 8 £30,851 to £34,549 (bar at £33,661) pro rata
Ref: NB50716834/16

Location: Town Hall Extension, St Peter's Square, M60 2LA
Hours: 17.5 per week

Fixed-term contract for 8 months

Manchester City Council is looking for a dynamic Project Manager to help develop and oversee the delivery of 3 new projects funded by Government Office North West through the Migration Impact Fund.

In the past few years, Manchester has witnessed an increase in the number of migrants arriving in the city who require advice and support services. This has put substantial pressure on local advice agencies and community organisations, making them unable to meet the demand for services within existing capacity. Manchester City Council and partners were successful in their bid for additional funds to develop advice services, outreach services and a volunteer advice training and development project.

Although overall programme responsibility sits within Manchester Advice, the majority of services will be delivered in and by voluntary sector agencies. This post therefore offers an exciting opportunity to be involved in designing partnership projects across the statutory and voluntary sectors to meet the needs of Manchester's diverse communities.

The successful candidate will need experience of working on projects and of using a range of techniques to monitor project progress; a clear understanding of project management principles and methodology, including risk management; good communication skills and the ability to produce detailed project schedules. The post-holder will also need to be able to build and maintain credibility with senior managers and a wide range of stakeholders, have the personal drive and motivation to complete tasks to deadline and stay focussed on project deliverables, have a flexible and positive approach to fast-changing environments.

We welcome applications from people wishing to job share.

Apply online www.manchester.gov.uk/jobs. Application forms: 0161 227 3373.
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

Schools

Barlow Hall Primary School
Darley Avenue
Chorlton
M21 7JG

Lunchtime Organiser

Salary: Grade 1, SCP 6 (£12,489 pro rata, £6.84 per hour)

Hours: 7.5 hours per week (Monday to Friday 11.45am–1.15pm)
Temporary. Fixed-term until 31 March 2010 (post will be reviewed, subject to funding)

The governing body of Barlow Hall Primary School wish to appoint a Lunchtime Organiser to join the school's excellent and hard working lunchtime team. We are looking for someone who is committed to the well-being and supervision of its children at lunchtime.

You should have some experience of working with primary aged children and have the qualities and skills to make the lunchtime experience a pleasant one for everyone.

Barlow Hall Primary School is fully committed to safeguarding its pupils and the successful applicant will be required to undertake an enhanced CRB application.

Applications forms can be requested from admin@barlowhall.manchester.sch.uk and can be returned electronically. Alternatively they can be collected from the school office and posted back to Barlow Hall Primary School, Darley Avenue, Chorlton, M21 7JG

Closing date: 23 November 2009.

Short-listing date: 23 November 2009.

Interview date: 26 November 2009.

*To use this option schools are also asked to supply electronic versions of any supporting documentation eg. job description, person specification via email to s.bremner@manchester.gov.uk

Seymour Road Primary School
Seymour Road South
Clayton
Manchester
M11 4PR

Tel: 0161 370 2616

Fax: 0161 371 0452

Headteacher: Mrs B M Artis

Email: admin@seymourroad.manchester.sch.uk

Cleaner

Salary: Grade 1, points 6 –7 (£6.84 per hour)

Hours: 10 per week, all year round
Permanent

Governors wish to appoint a hardworking and reliable cleaner to join our cleaning team. Required as soon as possible.

Application forms and further information about this post are available from the school office.

Closing date: 30 November 2009.

Interviews: 4 November 2009.

Gorton Mount Primary School

Mount Road

Gorton

Manchester

M18 7GR

Tel: 0161 224 5526

Fax: 0161 248 6707

Email: admin@gortonmount.manchester.sch.uk

Administration Support Assistant

Salary: Grade 2, points 11–13 (£14,733–£15,444 pro rata)

Hours: 20 per week, term-time only
Required from January 2010

We are looking to appoint an Administration Support Assistant to join our busy and energetic school team.

The school is committed to staff development and rewards hard work and achievement. The staff team is harmonious, creative, emotionally intelligent and committed to improving outcomes for children and their families.

The successful applicant will possess excellent word processing, literacy and numeracy skills (a short test will be given at interview) and be a highly motivated and enthusiastic individual with a strong work ethic. He/she will have excellent interpersonal and communication skills and will exhibit the ambition and drive to take on more complex responsibilities as school continues to develop.

The successful candidate must be flexible and adaptable and have a courteous, discreet and professional manner when dealing with parents, children and all visitors to school; most importantly, he/she must like children.

Application forms and job descriptions may be obtained from the school office.
Closing date: 30 November 2009.

Manchester Hospital Schools and Home Teaching Service
3rd floor

Royal Manchester Children's Hospital

Oxford Road

Manchester

M13 9WL

Head of Administration: Liz Jones

Receptionist

Salary: Grade 2, points 11–13 (£14,587–£15,291 pro rata)

Hours: 35 per week, 8.30am–4pm, term-time only, plus 10 days
Permanent. Required ASAP subject to CRB clearance.

Manchester Hospital Schools and Home Teaching Service

Manchester Hospital School provides education for children and young people who are unable to access education because of ill health. The school is seeking to appoint a suitable person to work in the school office at Leo Kelly Centre, Monton Street, Manchester, M14 4GP.

The person appointed will provide routine general clerical, administrative and financial support to the school and work collaboratively with all staff and parents to support pupil/student well-being and to promote the five outcomes of Every Child Matters.

Further details and application pack can be requested by sending a self-addressed envelope. However to avoid delays with postal deliveries it is advisable to request by email from admin@hospitalschool.manchester.sch.uk
Closing date for applications: Friday 27 November 2009.

Interviews: Wednesday 9 December 2009.

Criminal Records Bureau clearance required – further information will be sent to short-listed candidates

Grange School
77 Dickenson Road
Rusholme
Manchester
M14 5AZ
Tel: 0161 248 4841
Headteacher: Andrew Smith

Teaching Assistant – Level 3 Complex Needs Provision

Salary: Grade 5, points 22–26 (£19,621–£22,221, pro rata)

Hours: 35 per week, term-time only

Are you ready for a new challenge?

A new branch of education within the organisation of Grange School (ASD) was established in January 2009. The provision targets a small group of secondary-age pupils, with a complex range of behavioural and emotional needs, for whom Autism/Asperger's syndrome is a part of their lives.

'A school without walls': school settings are problematic for some pupils, so in the first instance meeting their needs in community settings is the challenge. The pupils involved are relatively independent.

A good understanding of the nature of severe behavioural and emotional challenges is essential, as is an understanding of autism. Applicants must be able to demonstrate motivation and determination to succeed with complex challenges and logistical problems. The post entails a high degree of independent travel. The ability to contribute to a team of teachers and teaching assistants for the benefit of the pupils is essential.

The provision is under the direction of the Grange School Headteacher, and under the line management of the Assistant Headteacher at Grange School's satellite 'Horizon' provision. Some linking with the Horizon group may be possible.

Please contact the school office at Grange School (0161 248 4841), 77 Dickenson Road, Rusholme, Manchester M14 5AZ for an application form. Please note: we are looking for high quality letters in support of applications. Closing date: Friday 27 November 2009.

Teaching Assistant – Level 1 Special Additional Needs

Salary: Grade 3, points 12–16 (£15,039–£16,440, pro rata)

Hours: 35 per week, term-time only

This position will involve working in a small-group setting on the main Grange School site (Rusholme) with children who have autistic spectrum disorders and learning difficulties. Some have significant, potentially aggressive challenging behaviours related to their autism. We are looking for a calm, hard-working person with good communication skills. The ability to work closely with a teaching team is essential.

Please contact the school office at Grange School (0161 248 4841), 77 Dickenson Road, Rusholme, Manchester M14 5AZ for an application form. Please note: we are looking for high quality letters in support of applications. Closing date: Friday 27 November 2009.

St. Luke's C.E. Primary School
Langport Avenue
Longsight
Manchester
M12 4NG
Tel: 0161 273 3648
Fax: 0161 273 3735
Email: admin@st-lukes.manchester.sch.uk
Headteacher: Mrs S.Ishaq, B.Sc.(Hons)

St Luke's has been deemed an outstanding school by Ofsted (2007). We are looking for 2 teaching assistants to join our dedicated team, working to support pupils' learning in order to raise their attainment and achievement across KS1 and KS2.

Teaching Assistant – Mainstream Level 2

Salary: Grade 3, points 12–16 (£14,492–£15,842 pro rata, pending pay award)

Hours: 35 per week, term-time only plus inset days

The successful post holder will work with individuals, groups and in whole class support.

Teaching Assistant – Mainstream Level 2

Salary: Grade 3, points 12–16 (£14,492–£15,842 pro rata, pending pay award)

Hours: 25 per week, term-time only plus inset days

The successful post holder will work mainly supporting individuals and in class.

Application forms are available from our administrator Mrs Tanvir. Please indicate on your application which post you wish to be considered for.

Closing date for all applications: 27 November 2009 at 12 noon.

**The next issue of Jobs Update
will be published on 7 December 2009.**

**"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

Classifieds

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

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 Short Break Carers

Are you good with disabled children of all ages? Do you have the time and skills to help a disabled child to reach their full potential? Are you committed to providing positive experiences and opportunities for disabled children?

The Disabled Children's Team are extending their thriving short breaks service. They require foster carers who can provide short breaks, looking after a child in their own home.

You will:

- Have a child in your home for approximately 24 nights per year
- Be given training and support appropriate to the needs of the children
- Receive a fostering allowance for each night a child stays with you

For more information on becoming a Short Breaks Foster Carer with the Disabled Children's Team please call 0161 881 0911

email familyduty@manchester.gov.uk
visit 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.england@manchester.gov.uk

Do you care enough to make a difference?

Non-Manchester City Council Advertisements

AFRICAN CARIBBEAN CARE GROUP FOR THE ELDERLY(ACCG)

Registered charity no. 1028464



Advocacy Development Worker

17.5 hours per week. Salary: £19,908–£21,897 pa (pro rata).
Actual salary: £9,954–£10,948.50. Plus contributory pension

Essential requirements for the post include: qualifications and experience in Health, Social Care or Advice/Advocacy work at an appropriate level.

The successful candidate will provide an advocacy service for users and their carers who are members of the African Caribbean Care Group, by assisting and 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, Clarendon Resource Centre,
Rolls Crescent, Hulme, Manchester, M15 5FS or telephone 0161 226 6334.

Closing date for applications: 30th November 2009.

Manchester Assertive Outreach

provided in partnership by
HARP & Manchester Mental Health
and Social Care Trust

Manchester Assertive Outreach is a statutory mental health service provided in partnership by HARP and Manchester Mental Health and Social Care Trust. The service is provided for people with long-term and enduring mental health needs and who have found difficulty in engaging with existing services. The people we work with often have extremely complex needs combined with their mental health needs and we have to adopt a creative, flexible and assertive approach to engagement, building relationships and supporting people towards their own defined recovery. The service is split into three teams: Central, South and North. The teams are multi-disciplinary, comprising of nurses, social workers, social inclusion workers, housing and welfare rights workers and medical staff. By delivering the service in partnership we aim to harness the voluntary sector emphasis on social inclusion, engagement and rapport, building skills along with the clinical interventions and specialist treatment provided by the statutory sector in a single service setting based on the recovery-focused model of assertive outreach.

North Assertive Outreach Team has the following vacancy:

Social Inclusion Worker

Salary: £18,270 pa plus 5% pension contribution
plus anti-social hours payments.

Hours: 37 hours per week.

Social Inclusion has a key part to play in supporting people to access services and activities within their own communities. To ensure that this happens, we are looking for a creative, innovative person with excellent engagement skills and a positive approach to team-working and working with people with complex needs. You will need to be a team worker but also not afraid to take the lead when needed and we would expect that you will have experience, working with people with mental health needs and/or with people who are hard to reach. If you have also had experience of using mental health services this may well be an advantage.

As part of a team-work approach you would be providing specific support to people using assertive outreach to access identified opportunities for employment, voluntary work, educational and leisure both within service settings and within the local community.

We will not expect you to have a recognised qualification, but being able to show evidence of continued professional development would be seen as positive.

If you are interested in this post you can request an application pack by ringing Lisa Johnston at North Assertive Outreach Team on 0161 205 5995 or emailing lisa.johnston@mhsc.nhs.uk

The closing date for this post is 27 November 2009.
HARP is striving to be an equal opportunities employer



Registered in England No. 4738057
Registered Charity No. 1102058



Stonewall

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

social care services group

Residential Child Care

Social Care Services is a leading provider of residential child care in the Manchester area.

With new projects scheduled to open we require;

**Managers, Assistant Managers, Senior Residential Care Workers,
Residential Care Workers, Night Staff - Permanent posts call 0161 442 2122.**

Shaw Care Staff provides bank/agency staff for a range of adults and children's social care settings and as a CQC Registered Domiciliary Care service provides home care and community support for vulnerable children and adults - **Permanent posts call 0161 432 6432.**

**Experience and a relevant NVQ qualification is desirable,
however support and training will be provided.**

Email: admin@scs ltd.org • www.scs ltd.org

Social Care Services is an equal opportunity employer and welcomes applications from all sectors of the community.

Notes

**Eastlands Homes is a locally led not-for-profit housing association
with 8,000 properties in Manchester.**

RECHARGES ASSISTANT Salary up to £20,338 per annum

Eastlands
Homes

The Recharges Assistant will collate information related to work in tenants and former tenants homes from various internal sources.

The successful candidate will raise invoices and liaise with the tenants for payment. This involves monitoring the collection of the money and may require arranging a payment plan.

You will have excellent IT and communications skills and be educated to GCSE level or equivalent. The postholder will have experience of working with the public, and experience dealing with data recovery is desirable.

If you require any further information, or would like to have an informal chat about the role, please contact Frank Murphy on 0161-230-1072.

Closing Date: 27 November 2009

Last date for requesting application packs: 24 November

Application packs can be downloaded from our website:
www.eastlandshomes.co.uk, or on request by emailing
jobs@eastlandshomes.co.uk or calling our 24-hour job line:
0161 274 2176.

Eastlands wishes to reflect the communities in which it works at all levels within the organisation. Applications from under-represented groups including disabled people and people from black and ethnic minority groups would be particularly welcome.

If you indicate you are disabled on your monitoring form, you are guaranteed an interview if you can demonstrate the essential criteria for the role.



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

**Particular mention from the Executive team
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Source: Creative Support
m-four Advertising Response Analysis survey
August 2007

Great jobs are just a click away...

www.manchester.gov.uk/jobs



Working for Manchester



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: 7 December 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, Corporate Services,

Belle Vue Centre Offices, Level 1, Pink Bank Lane, Longsight, Manchester M12 5GL.

Telephone: 0161 227 3373.



When you have finished with
this magazine please recycle it.

**The next issue of Jobs Update
will be published on 7 December 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.



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

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