

8 February 2010

Jobsupdate

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Working for Manchester City Council

Jobs Update caught up with park warden Dave Delany, who appears on this month's front cover. Here he answers a few questions about his role and why he likes working for the Council...

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

I started working for the Council way back in 1982 as a pool attendant at Withington Baths.

Which service do you work for now?

I'm currently a park warden for Manchester Leisure Central Area Parks.

What does your current role involve?

The role of a park warden is extremely diverse. In the same day you could be building habitats for wildlife, clearing undergrowth, or teaching a school group about the plants and animals we have in our green spaces.

What training and development opportunities have you received?

Manchester Leisure staff are lucky enough to have a highly specialised and dedicated training section. I have already done many courses to help with my current role, including first aid at work, chainsaw assessments, and basic tree surveying. I am pleased that Leisure takes staff development very seriously and actively encourages us to increase our skills and knowledge.

What do you like about working for the Council?

I like working for the Council because it makes you feel part of something a lot larger. I think all Council employees feel they make a difference to the quality of life for the residents of the city. For me it's knowing that the work I do gives people a clean, safe and welcoming green space to visit and enjoy.

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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Social Care/ Community Work/ Educational Support

Newly Qualified Social Worker

Salary: Grade 6 – SCP 31 £26,276
Ref: NB50741083/17

Location: Citywide
Hours: 35 per week
Permanent

Social Worker

Salary: Grade 7 £27,052 – £30,011 (bar at £29,236)
Ref: NB50741082/17

Location: Citywide
Hours: 35 per week
Permanent

Advanced Practitioner

Salary: Grade 8 £30,851 – £34,549 (bar at £33,661)
Ref: NB50741084/17

Location: Citywide
Hours: 35 per week
Permanent

Team Manager

Salary: Grade 9 £35,430 – £38,961 (bar at £38,042)
Ref: NB50741081/17

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. See Recruitment for full details on page 10.

Schools

Parent Support Adviser (PSA)

Salary: APT&C Scale 5 (SCP 22–25) (£19,370–£21,244) pro rata

Hours: 35 per week, term-time only plus ten days during school holidays
Fixed-term until March 2011.

About you

Are you passionate about working in partnership with families to improve underachievement in school?

Do you have excellent interpersonal and communication skills and are you self-motivated and a high achiever?

Do you have a track record of making a difference to the lives of families that need extra support?

About the position

You will be supporting parents and carers from three schools:

- Loreto High School
- St John's Catholic Primary School and
- St Kentigerns RC Primary School.

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

Further details are available from: The Administrator, Loreto High School, Nell Lane, Chorlton, M21 7SW.

Email: admin@loretochorlton.manchester.sch.uk

Closing date: Thursday 25 February 2010.

Interviews: Early March 2010.

Cedar Mount High School
Gorton Education Village
Wembley Road
Gorton
Manchester
M18 7DT

Administration Manager

Personal Assistant to the Headteacher

Salary: Grade 6 points 27–31 (£22,958–£26,276)

Hours: 35 per week, term-time or all year round: to be discussed at interview
Permanent

Required as soon as possible. The Headteacher's PA will support the Headteacher in the day to day management of the school. The successful candidate will have good word processing skills, excellent communication skills and the ability to work on own initiative. You will also be expected to offer general support to any member of the Senior Management Team when applicable.

Further details and application form can be obtained from Mrs Lorraine Horrocks, Personnel/Finance Officer, at the school, telephone number 0161 248 7009.

Closing date for applications: Friday 26 February 2010.

Only successful candidates will be notified.

We promote and support the welfare and safeguarding of the young people in our care.

As with all Manchester City Council posts there will be a three months probationary period, and you will be expected to consent to an enhanced CRB check.

Manchester City Council is an Equal Opportunities Employer.

Chorlton C of E Primary School
Vicars Road
Chorlton
Manchester
M21 9JA
Tel: 0161 881 6798

Lunchtime Organiser

Salary: Grade 1 point 6–7 (£12,489–£12,787) pro rata

Hours: 6 ¼ per week (12noon–1.15pm), term-time only

We wish to appoint a Lunchtime Organiser who is enthusiastic and lively and can help organise lunchtime activities for our pupils. The successful applicant will be part of a team led by the Lunchtime Manager.

Chorlton CE Primary School is committed to safeguarding and promoting the welfare of all children. This appointment will be subject to an enhanced CRB check and references will be taken up.

Please contact Mrs Kellett at the school for an application form.

Completed forms should be returned to school by noon 1 March 2010.

Green End Primary School
Burnage Lane
Burnage
Manchester
M19 1DR
Tel: 0161 219 6650
Headteacher: Lisa Vyas

Teaching Assistant – Level 3

Behaviour Guidance and Support

Salary: Grade 4 Points 17–21 (£16,830–£19,126) pro rata

**Hours: 14 per week, term-time only (39 weeks) –
Thursday and Friday
Permanent**

Required to take up post as soon as CRB clearance has been confirmed

The school wishes to appoint a highly motivated, dynamic and talented teaching assistant to work in the foundation stage. They will be the key worker for a group of children and will assist in assessing their learning needs and progress, contribute to planning and report to parents.

The successful candidate will have extensive experience in working with foundation stage children, preferably in a school setting. They will have recent and relevant experience of the EYFS curriculum and excellent self motivation and organisational skills.

The school is part of a soft federation with Green End Primary School and this is providing the staff and children of both schools with enhanced development and networking opportunities.

Application forms, job descriptions and person specifications are available from the school by email from admin@greenend.manchester.sch.uk

Closing date: Monday 22 February at 12 noon.

St Mary's C of E Primary School
Adcombe Street
Moss Side
Manchester
M16 7AQ

Telephone: 0161 226 1773

Fax: 0161 226 1174

Email: s.dodman@st-marys-mosside.manchester.sch.uk

Headteacher: Mr B Chalmers

Teaching Assistant – Level 2

**Salary: Grade 3 spinal points 12–16 (£15,039–£16,440)
pro rata, term-time only**

St Mary's is identified as an outstanding school in its most recent OFSTED inspection. It works successfully with its community which is largely of Somali and African Caribbean heritage.

The governors wish to appoint a committed and hard working Teaching Assistant to join our friendly and hard working team.

The successful candidate will have:

- Experience of working across all key stages
- High expectations of children
- A good understanding of how to motivate children
- A commitment to a team approach to their work
- A commitment to their professional development.

This post requires enhanced CRB clearance.

Application forms and other particulars are available from, and should be returned to: Mrs L.Caroll, School Administrator at the above address.

Closing date: 22 February 2010 at 4pm.

Shortlisting date: 22 February 2010 at 4pm.

Visits to school: By arrangement with the Headteacher.

Interviews: 25 February 2010.

St Wilfrids CE Primary School
Mabel Street
Newton Heath
Manchester
M40 1GB

Teaching Assistant – Level 2

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

**Hours: 8.55am to 4.30pm, term-time only
Temporary**

The head teacher and governors wish to appoint a versatile, enthusiastic teaching assistant with a positive outlook, who has initiative and is an effective team player.

The successful candidate will support an individual child within the classroom.

This post requires you to undergo enhanced CRB clearance. The school is committed to the safeguarding of children.

An application pack and further details can be obtained from the school.

Please contact the administration team on 0161 681 1385 or email admin@st-wilfrids.manchester.sch.uk

Closing date: Friday 22 February 2010 at 12 noon.

**The next issue of Jobs Update
will be published on 1 March 2010.**

The Willows Primary School
Tayfield Road
Woodhouse Park
Wythenshawe
Manchester
M22 1BQ

Teaching Assistant – Level 3, Teaching and Learning

Salary: Grade 4 points 17–21 (£16,830–£19,126) pro rata

Hours: 30 per week (term time only)

The Headteacher and governors wish to appoint a Teaching Assistant, (TA3) Level 3 Teaching and Learning, Grade 4, for the Foundation Stage, with knowledge and experience of the Early Years Foundation Stage, Key Worker role and with a minimum qualification NVQ3

Potential candidates are invited to visit our school by prior arrangement.

Position to start after Easter, subject to enhanced CRB clearance.

Please contact the school for an application form on 0161 437 4444 or email: d.neild@willows.manchester.sch.uk

Closing date: Monday 22 February 2010.

Interviews: Thursday 25 February 2010.

Webster Primary School
Denmark Road
Greenheys
Manchester
M15 6JU
Tel: 0161 226 3928

Cleaners x 3

Salary: Grade 1 point 6–7 (£12,489–£12,787) pro rata

Hours: 10 per week, Monday–Friday
All year round

The governors of Webster Primary School would like to appoint three Cleaners to join our current hardworking team.

You will be required to carry out a range of cleaning duties to ensure the premises and classrooms are kept in a clean and hygienic condition.

Lunchtime Organisers

Salary: Grade 1 point 6–7 (£12,489–£12,787) pro rata

Hours: 1 hour 30 minutes per day, term-time only

The governors of Webster Primary School would like to appoint a number of Lunchtime Organisers who are committed to the wellbeing and supervision of our children during lunchtime.

The above posts will be subject to enhanced CRB checks.

Application forms, Job descriptions and person specifications are available from the School.

Closing date: Weds 24 February 2010.

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, Claremont Resource Centre, Rolls Crescent, Hulme, Manchester, M15 5FS or telephone 0161 226 6334.

Closing date: 24 February 2010. Interviews: 3 March 2010.



Nacro Services in Greater Manchester has over 20 years experience of providing specialist temporary supported accommodation, in shared houses and self contained units. Its support services are specifically designed to meet the needs of single homeless people, ex-offenders and those at risk of offending. We also provide a wide range of services to families and young people such as youth inclusion projects, Duke of Edinburgh Award Scheme and Outreach programmes

Team Manager – North West Manchester

£27,016–£30,483

The successful candidate will be responsible for the delivery of excellent, well respected and comprehensive Nacro services within the North West Manchester area. This will be achieved through effective and appropriate management of the staff team, sound financial acumen, a commitment to continuous improvement, high standards and a good understanding of our clients needs. Key to the role will be to develop new business opportunities, to identify and build strong relationships with local representatives from government departments, criminal justice, housing and social inclusion agencies and to drive forward a culture of high performance.

Project Workers x 3 (Extended Hours Team)

£17,529–£19,190

We require a Project Worker, to work as part of a team providing housing and resettlement support to single people including ex offenders with support needs including the management of the properties in which they live. You will have experience of working in housing or residential work; an understanding of housing management tasks; the resettlement needs of single homeless people, ex-offenders and substance misusers and have good written and verbal communication skills. You will work on a rota which provides cover between 9am–8pm, this will also involve work at weekends and some bank holidays. Please note that this position will be subject to a CRB check.

Service User Involvement Worker

£17,529–£19,190

The post holder will ensure that service users are provided with appropriate opportunities to become involved in the development and delivery of the services provided by Nacro and will facilitate the regular publication of Service Users newsletters and focus group meetings. You will also assist in the development and the delivery of Nacro's service user involvement action plan in Greater Manchester and build good relationships with other agencies (eg. Probation, Housing, Social Services, training providers) to identify opportunities for development for individuals and the group. Please note that this position will be subject to a CRB check.

Project Workers – Drugs Specialist x 2

1 x full-time post, 1 x part-time post (20 hours per week)

£19,190–£20,246 (pro rata for part-time)

Based on our 24 hour projects providing specialist housing for men and women at risk of harm from drugs. You will have experience of working in housing or residential work; an understanding of housing management tasks; the resettlement needs of single homeless people including ex-offenders; some experience of working with people who have had problems associated with drug/substance misuse and have good written and verbal communication skills. You will also need some experience of planning and delivering group work sessions.

For further information and application forms either ring the 24-hour answerphone on 0161 860 0803, or email: manchester.recruitment@nacro.org.uk

Closing date: 22 February 2010

Nacro is committed to promoting equality and diversity in all its activities. This means promoting equality and diversity for black and minority ethnic people, men and women, people of all ages, people with disabilities, people of every sexual orientation, refugees and asylum seekers, people of all religious faiths and beliefs, people with diverse communication needs and ex-offenders.

Registered charity no. 226171. Registered company no. 203583.



**INVESTORS
IN PEOPLE**

Community Development Manager

Salary: Grade S01 pt 29-31 £24,402–£26,016

Hours of work to be arranged, up to 35 hours per week

Manchester Settlement is a registered charity founded in 1895. In May 2009 we moved to our newly built £2.2m centre, the New Roundhouse, based in Openshaw.

We are now looking for a dynamic and highly motivated individual to complement our staff team, who can implement and secure funding for new community projects.

The successful candidate will have experience of working with local community groups, project management and a track record of identifying and securing funding.

Application forms, job descriptions and person specifications are available from Clare McGlone at: info@manchestersettlement.org.uk or by phone 0161 614 8448.

Closing date for applications: 1st March 2010



Notes



Hints and tips

Interview

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

Preparation – general:

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

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

The interview:

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

Feedback:

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



MANCHESTER
CITY COUNCIL

Where to apply for jobs with Manchester City Council

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

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

Recruitment Services

Closing date: 1 March 2010 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 1 March 2010.**

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

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

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





Apply online

Before you start:

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

Searching for Council vacancies:

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

The online application form:

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



a Helping Hand FOR JOBS



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finding a job
or moving on
in your career**

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www.manchester.gov.uk/helpinghands



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