

19 January 2009

Jobsupdate

First choice for Manchester City Council vacancies



See inside for Greater Manchester Police vacancies

Ambitious? So are we.



We're building a better future for the people of Manchester – and, at the same time, we could help you to build a bright future of your own. If you're a graduate or final year student, this is your chance to join a vibrant, forward-looking Council serving an astounding community.

As a Graduate Accountancy Trainee, you'll spend three years mastering every aspect of local authority finance, while studying – with our backing – for your Graduate CIPFA Membership.

Or, as a Graduate Personnel Management Trainee, spend six months in each of a range of Corporate and Departmental Personnel sections, building your skills and expertise as we support your studies for Graduate CIPD Membership.

Our standards are high; we'll ask for enthusiasm and a commitment to the people we serve. You'll also have to live within the boundaries of the City of Manchester and proof of residency will be required. In return, you can expect our backing for your career progression as well as first-rate benefits.

In other words, we don't think there's anything wrong with a little ambition.
Or, come to that, a lot.

Graduate Accountancy Trainee Scheme

Salary: £21,937

Ref: SRS/GATS

Graduate Personnel Management Trainee Scheme

Salary: £21,937

Ref: SRS/PMTS

Closing date: 12 February 2009

Assessment Centre Phase One: w/c 20 April 2009

Assessment Centre Phase Two: w/c 27 April 2009

An application form and further particulars are available from:

Senior Recruitment Service, Room 3030, Town Hall Extension, Manchester, M60 2LA

Answerphone: 0161 234 3082 Textphone: 0161 234 3377

Email: seniorrecruitmentservice@manchester.gov.uk

You can also apply online at www.manchester.gov.uk

For further information go to:

www.manchester.gov.uk/work/recruitment/ideas/careers.htm

Manchester City Council is an Equal Opportunities Employer



Working for Manchester



MANCHESTER
CITY COUNCIL

Working for Manchester City Council

Jobs update caught up with Sonia Stewart, who appears on our 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 working for the Council more than thirty years ago as a shorthand typist.

Which service do you work for now?

I now work in Corporate Personnel, Corporate Services.

What does your current job involve?

My current title is Principal Personnel Officer in Personnel Strategy and Change Management. It's a varied and challenging role providing a high-quality, professional HR service in line with the Council's aims and values.

We are responsible for the development of strategic personnel initiatives which will ensure we recruit and retain a skilled, motivated and representative workforce to meet the organisation's future workforce needs.

My job involves forging links with community groups and strengthening partnership links, and developing employment initiatives to attract people from disadvantaged sections of the community to work for the Council. I am currently organising the BME jobs fair being held at the Town Hall on 20 January.

What training and development opportunities have you received?

During my long service I have received training and development opportunities in several areas, which have enabled me to use my transferable skills as I have moved around the organisation.

What do you like about working for the Council?

The Council offers great career opportunities, flexibility and a variety of roles and services to choose from. I enjoy working for a dynamic, forward-thinking organisation.

About Manchester

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

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

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

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

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

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

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

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

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**Greater
Manchester
Police vacancies
now inside.**

Policy

Service Improvement Officer

Grade 7 £26,706 to £29,628 (bar at £28,862)
Ref: NB50571090/01

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

We are looking for a committed and pro-active person to join the Service Improvement Team of the Libraries and Theatres Department. You will be responsible for collating data and maintaining the department's performance indicators and producing management information. We are looking for a team player with:

- the ability to work with statistics to manipulate data to produce meaningful reports.
- good time management and organisational skills.
- attention to detail, good numeracy and the ability to use spreadsheet software creatively

We welcome applications from people wishing to job share.

Apply online www.manchester.gov.uk/jobs
Application forms: 0161 953 2775 or 0161 953 2784.
Textphone calls only: 0161 953 2785.
See Recruitment Services for full details on page 26.

Environment

Senior Energy Advisor

Grade 5 £19,370 to £21,937 (bar at £21,244)
Ref: NB50567723/07

Location: 4th Floor, Basil House, 105-17 Portland Street, Manchester M1 6DF
Hours: 35 per week
Permanent

Greater Manchester Energy Saving Trust advice centre is an exciting new initiative promoting energy-saving to Greater Manchester consumers in both their homes and personal transport, with an overall aim of reducing CO₂ emissions.

You will oversee a team of Energy Advisors to ensure that service standards are upheld, monitored and recorded and will be able to demonstrate good team leadership skills.

We are looking for someone who is well-organised and enjoys dealing with the public and who is committed to promoting energy efficiency and energy awareness. Delivering high-quality advice over the telephone and in person, plus promoting local and national initiatives and schemes, you will be confident in working in a pro-active manner and have excellent customer care skills.

You will have attained the City and Guilds qualification in energy awareness and have proven verbal and IT skills.

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Energy Adviser x 2 posts

Grade 4 £16,614 to £18,882 (bar at £18,217)

Location: 4th Floor, Basil House, 105-107 Portland Street, Manchester M1 6DF
Hours: 35 per week
Permanent

Greater Manchester Energy Saving Trust advice centre is an exciting new initiative promoting energy-saving to Greater Manchester consumers in both their homes and personal transport, with an overall aim of reducing CO₂ emissions.

We are looking for someone who is well-organised and enjoys dealing with the public and who is committed to promoting energy efficiency and energy awareness. Delivering high-quality advice over the telephone and in person, plus promoting local and national initiatives and schemes, you will be confident in working in a pro-active manner and have excellent customer care skills. You will be willing to achieve the City and Guilds qualification in energy awareness and have proven verbal and IT skills.

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Hospitality/Catering/ Domestic/Cleaning

Unit Catering Manager x 2 posts

Grade 4 £16,614 to £18,882 (bar at £18,217) pro rata
Post 1: Ref: NB50566876/20

Location: St John's RC Infants, Chepstow Road, Chorlton, Manchester M21 9SN
Hours: 27.5 per week. Term-time only
Permanent
Post 2: Ref: NB50566884/20

Location: St Chrysostom's, Lincoln Grove, Chorlton on Medlock, Manchester M13 0DX
Hours: 30 per week. Term-time only
Permanent

You will ensure the cost effective and efficient running of the catering service, maintaining the highest standards of food preparation, presentation and service. You will produce a meal in accordance with the specification and complete the appropriate returns and records.

You must hold a qualification in food preparation and cooking at NVQ level 2; and hold/be willing to work towards a qualification in hospitality supervision at NVQ level 3 or an equivalent qualification.

Apply online www.manchester.gov.uk/jobs
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Textphone calls only: 0161 953 2785.
See Recruitment Services for full details on page 26.

Dining Centre Leader

Grade 2 £7.12 to £7.97 (bar at £7.49) per hour
Ref: NB50567196/20

Location: New Moston Infant and Junior School, Moston Lane East, Manchester M40 3QJ

Hours: 13 per week. Term-time only

Permanent

The post holder reports to the Unit Catering Manager.

Apart from team members, the main contacts of the job are: customers, other catering colleagues and city council employees.

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

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

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Textphone calls only: 0161 953 2785.

See Recruitment Services for full details on page 26.

Building Attendant x 3 posts

Grade 2 £12,989 to £14,545 (bar at £13,663) pro rata
Ref: NB50566770/16

Post 1: x 35 per week - Cheetham Woodville Sure Start Children's Centre

Post 2: x 17.5 per week - Blackley Sure Start Children's Centre

Post 3: x 20 per week - Moston Sure Start Children's Centre

Permanent

We are looking for Building Attendants to provide a welcoming service for users of the Children's Centre. The position requires provision of cleaning, minor repairs and maintenance and generally ensuring that all requirements are met in a professional and efficient manner.

You will have responsibility for room set up as well as ensuring that everything runs with professional smoothness as well as working as part of a team. Making 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 successful candidate.

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Textphone calls only: 0161 953 2785.

See Recruitment Services for full details on page 26.

Relief Cook

Grade 3 £8.14 to £8.89 (bar at £8.68) per hour
Ref: NB50566829/20

Location: Wilbraham Primary School, Platt Lane, Manchester M14 7FB

Hours: 25 per week. Term-time only

Permanent

You will assist with the production of meals and to maintain high standards of kitchen and personal hygiene and safety. You will be required to have overall responsibility for the running of the kitchen and dining areas under the direction of the Catering Manager. You must be flexible and willing to provide cover for unforeseen requirements/emergencies in the areas specified. Experience of large scale catering is essential and you must hold or be working towards NVQ Level 1 Food Preparation and Cooking or an equivalent qualification.

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Textphone calls only: 0161 953 2785.

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Assistant Cook

Grade 2 £7.12 to £7.97 (bar at £7.49) per hour
Ref: NB50566946/20

Location: Trinity CE High School, Cambridge Street, Hulme, Manchester M15 6HP

Hours: 25 per week. Term-time only.

Permanent

You will be responsible for the production of meals in a busy kitchen, including preparation, cooking and serving. You will also be required to cover for the Supervisor, when necessary, to ensure the efficient running of the kitchen.

Duties will include meeting targets, stock control, cash handling, maintaining Health and Safety standards and assisting in staffing issues.

Applicants should hold, or be working towards NVQ Level 1 Food Preparation and Cooking or an equivalent qualification.

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Apply online www.manchester.gov.uk/jobs

Application forms: 0161 953 2775 or 0161 953 2784.

Textphone calls only: 0161 953 2785.

See Recruitment Services for full details on page 26.

Catering Assistant x 2 posts

Grade 1 £6.74 to £6.90 (bar at £6.74) per hour
Ref: NB5056618/20

Location: Lincoln Grove, Chorlton on Medlock, Manchester M13 0DX

Post 1: 16 hours per week. Term-time only

Post 2: 10 hours per week. Term-time only

Permanent

Working as a member of a dedicated team, you will be involved in the preparation and serving of meals, setting up and clearing dining areas together with washing up and cleaning within the kitchen. The opportunity to train for appropriate qualifications will be provided.

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

Apply online www.manchester.gov.uk/jobs

Application forms: 0161 953 2775 or 0161 953 2784.

Textphone calls only: 0161 953 2785.

See Recruitment Services for full details on page 26.

The closing date for jobs within the Manchester City Council section, in this issue is 9 February 2009 unless otherwise stated. Please see page 26 for application details.

Dining Centre Leader

Grade 2 £7.12 to £7.97 (bar at £7.49) per hour
Ref: NB50566600/20

Location: Oswald Road, Chorlton Cum Hardy, Manchester M13

Hours: 16 per week. Term-time only

Permanent

The post holder reports to the Unit Catering Manager.

Apart from team members, the main contacts of the job are: customers, other catering colleagues and city council employees.

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

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Textphone calls only: 0161 953 2785.

See Recruitment Services for full details on page 26.

Relief Catering Assistants

Grade 1 £6.74 to £6.90 (bar at £6.74) per hour
Ref: NB50566887/20

**Location: covering Whalley Range/Chorlton/
Didsbury/Withington Area**

Hours 10 or 16 per week. Term-time only

Permanent

Manchester Fayre are looking for Relief Catering Assistants to work in Primary and Secondary Schools.

- 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.

Apply online www.manchester.gov.uk/jobs

Application forms: 0161 953 2775 or 0161 953 2784.

Textphone calls only: 0161 953 2785.

See Recruitment Services for full details on page 26.

Domestic x 4 posts

Grade 1 £12,299 to £12,592 (bar at £12,299) pro rata
Ref: NB50566764/16

Post 1: x 35 per week – Woodville Sure Start Children's Centre

Post 2: x 17.5 per week – Higher Blackley Sure Start Children's Centre

Post 3 and 4: x 16 per week – Moston Sure Start Children's Centre

Permanent

You will be responsible for carrying out cleaning duties to a high standard, ensuring that the Centre is kept in a hygienic condition. Your role will be to ensure that the building is kept in a clean and tidy condition for service users. The posts advertised require various hours of work and some evening hours.

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

Apply online www.manchester.gov.uk/jobs

Application forms: 0161 953 2775 or 0161 953 2784.

Textphone calls only: 0161 953 2785.

See Recruitment Services for full details on page 26.

Childcare/Play/ Youth Workers

Centre Worker Level 2

Grade 3 £14,847 to £16,230 (bar at £15,849)
Ref: NB50566826/16

**Location: St Peter's Children's Centre, Town Hall,
Manchester M60 2LA**

Hours: 35 per week

Permanent

You will be required to have experience of working with children aged from 6 months to five years. A Level 2 qualification is required. You must be able to provide a rich stimulating environment meeting all basic needs for the children in your care. Working as part of a team you must be able to monitor and record information. You will provide positive experiences for the children and families who attend the centre.

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.

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Textphone calls only: 0161 953 2785.

See Recruitment Services for full details on page 26.

Centre Worker Level 2

Grade 3 £14,847 to £16,230 (bar at £15,849)
Ref: NB50566888/16

**Location: Scout Drive Children's Centre, Wythenshawe,
Manchester M23 2SY**

Hours: 35 per week

Permanent

You will be required to work as part of a team to provide a secure stimulating and caring environment for children aged 6 months to 5 years. The successful candidate will work in partnership with parents and carers to ensure the needs of each child are met. The ability to plan for the needs of the children and record information relating to the children is required. It is expected that all duties will be carried out with full regard to Manchester City Council's policies and procedures.

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Textphone calls only: 0161 953 2785.

See Recruitment Services for full details on page 26.

Regeneration/Housing/ Economic Development

Senior Development Officer

Grade 9 £34,976 to £38,463 (bar at £37,555)
Ref: NB50566839/11

Location: Grey Mare Lane, Beswick, Manchester M12 3ND
Hours: 35 per week
Fixed-term until March 2011

New East Manchester is at the forefront of a major development programme responding to challenges across a broad spectrum of physical, social and economic issues within the area. An exciting Vision has been developed to deliver this pace of change and build on existing successes.

We are looking for a Senior Development Officer to work in the Development Team where he/she will play an important role in the facilitation, delivery and management of development projects within East Manchester.

For this post we are looking for an enthusiastic and committed professional educated to degree standard and preferably with a professional qualification in a planning or development related discipline. Membership of RTPI or RICS is desirable. The candidate should have excellent written and personable skills be self-motivated and able to work effectively as part of a team.

Experience of successfully promoting and managing development and regeneration projects is required. We also require a good knowledge and understanding of the statutory planning system and the processes involved in the development of land. We are also looking for someone who can manage budgets effectively and is able to build effective relationships with a wide range of people within public agencies, the private sector, and voluntary and community organisations.

We welcome applications from people wishing to job share.

Apply online www.manchester.gov.uk/jobs

Application forms: 0161 953 2775 or 0161 953 2784.

Textphone calls only: 0161 953 2785.

See Recruitment Services for full details on page 26.

Development Assistant

Grade 4 £16,614 to £18,882 (bar at £18,217)
Ref: NB50566821/11

Hours: 35 per week

Location: Grey Mare Lane, Beswick, Manchester M12 3ND
Fixed-term until March 2011

New East Manchester is at the forefront of a major development programme responding to challenges across a broad spectrum of physical, social and economic issues within the area. An exciting Vision has been developed to deliver this pace of change and build on existing successes.

We are looking for a Development Assistant to work as part of the Development Team and assist in the delivery of the development and regeneration projects within New East Manchester.

For this post we are looking for someone who has an interest or experience in the regeneration of the urban environment. Applications are invited from those who are looking to develop a career in this area of have experience of urban planning, project development or delivery, programme management or research.

You will need excellent communication skills, both verbal and written, have the ability to work with people of all levels and as a team member, command excellent ICT skills (GIS knowledge would be preferred) and good written and presentation skills.

We welcome applications from people wishing to job share.

Apply online www.manchester.gov.uk/jobs

Application forms: 0161 953 2775 or 0161 953 2784

Textphone calls only: 0161 953 2785

See Recruitment Services for full details on page 26.

Social/Care/Community Work/Educational Support

Caseworker x 2 posts

Grade 8 £30,456 to £34,107 (bar at £33,231) or pro rata
Ref: NB5566893/16

Post 1: x 35 per week

Post 2: x 14 per week

Location: Overseas House, Quay Street, Manchester M60 2LA

We are looking for someone with substantial experience of working with families and children and a range of professionals to join a team of newly established education Caseworkers.

You will need to have excellent interpersonal and organisational skills and be able to work under pressure and on your own initiative.

You will have a sound understanding of the Every Child Matters agenda and the ability to take the lead and facilitate collaborative working to ensure the best possible outcomes for children with complex needs.

We welcome applications from people wishing to job share.

Apply online www.manchester.gov.uk/jobs

Application forms: 0161 953 2775 or 0161 953 2784.

Textphone calls only: 0161 953 2785.

See Recruitment Services for full details on page 26.

Care Manager x 4 posts

Scale 6/P01 £21,937 - £29,628 (bar assessment at £25,146)
Ref: NB50566897/16

Hours: 35 per week

Post 1 and 2: North Manchester General Hospital, Manchester M8

Post 3: Beswick, Manchester M12

Post 4: Harpurhey, Manchester M9

Permanent

Looking for career in Social Care?

Have you the enthusiasm and dedication required to work with Adults who are older or disabled residents of Manchester.

We are looking to recruit Care Managers for services across the city to work in community teams.

You will be expected to demonstrate knowledge of the present trends within Social Care and the impact of personalisation to recognise the life experiences and current difficulties people face in today's society.

You need to be able to support people in assessing their own health and social care needs and assist to formulate support plans that reflect the need. You will conduct reviews and evaluate outcomes.

You will require good communication skills, to be able to work as an effective member of a team, work with and alongside other professionals.

A commitment to good practice and be able to deliver services within timescales is essential, as is the ability to work IT systems.

Manchester is a progressive employer offering a wide range of opportunities and benefits and is committed to Equal Opportunities.

We are committed to inducting and training new staff, to encourage personal development.

We welcome applications from people wishing to job share.

Apply online www.manchester.gov.uk/jobs

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Team Manager

Grade 9 £34,976 to £38,463 (bar £37,555)
Ref: NB50569200/16

Location: city-wide
Hours: 35 per week
Permanent

Senior Practitioner

SPSW £30,456 to £33,231
Ref: NB50569173/16

Location: city-wide
Hours: 35 per week
Permanent

Social Worker

CFSW £24,331 to £31,348
Ref: NB50569426/16

Location: city-wide
Hours: 35 per week
Permanent

Contact Support Worker

Scale 3 £15,524 to £16,614
Ref: NB50569434/16

Location: city-wide
Hours: 35 per week
Permanent

Are you ready for a challenge?

Then we want YOU.

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

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

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

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

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

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Textphone calls only: 0161 953 2785.
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Care Manager x 3 posts

Scale 6/P01 £21,937 to £29,628 (bar at £25,146)
Ref: NB50566563/16

Location: Minehead Resource Centre, Minehead Avenue, Manchester M20
Hours: 35 per week
Permanent

Looking for a career in Social Care?

Have you the dedication required to work with Adults who are older or disabled residents of Manchester.

We are looking to recruit Care Managers for services across the city to work in community teams.

You will be expected to demonstrate knowledge of the present trends within Social Care and the impact of personalisation to recognise the life experiences and current difficulties people face in today's society.

You need to be able to support people in assessing their own health and social care needs and assist to formulate support plans that reflect the need. You will conduct reviews and evaluate outcomes.

You will require good communication skills, to be able to work as an effective member of a team, work with and alongside other professionals.

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Common Assessment Framework (CAF) Coordinator

Grade 7 £26,706 to £29,628 (bar at £28,862)
Ref: NB50566450/16

Location: Overseas House, Quay Street, Manchester M60 initially, then moving to a district office
Hours: 35 per week
Permanent

The interim grade and salary awarded is part of the transitional arrangements for implementing revised pay and grading arrangements utilising the national job evaluation scheme. The grade and salary will be subject to review within 12 months.

"Are you passionate about improving the lives of children and young people and committed to multi-agency working? Are you an experienced worker with the skills to deliver change?"

Then you could be the person we need to join our team supporting the implementation of the Common Assessment Framework (CAF) in Manchester. The post holder will play a key part in supporting and advising, both managers and practitioners, in completing a common assessment and acting as a lead professional. The CAF has a high profile in Manchester and this is a challenging and rewarding role requiring excellent communication skills, and experience of:

- Working in multi-agency settings to deliver improved outcomes for children and young people, including children with a disability
- Delivering training to practitioners.

We welcome applications from people wishing to job share.

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Textphone calls only: 0161 953 2785.
See Recruitment Services for full details on page 26.

Family Support Worker

Salary: RASC 1/2 £12,299 to £16,614 pro rata
Ref: NB50565410/16

Location: Chorlton District Office, Manchester M21

Hours: 24 per week

Permanent

An opportunity has arisen for a committed person with good communication skills to join our team of Support Workers, who provide a quality service to children and families with disabilities.

You will provide support within the home offering some personal care, and out in the local communities to enable the young people to achieve more fulfilled lives. You must have the ability to work as part of a team, use your own initiative, and have some understanding of disabilities.

The service provides support between 7am to 10pm and you must be able to adapt to the needs of the children and their families. If you have the skills to join our team, we look forward to hearing from you. All training for this role will be provided.

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Textphone calls only: 0161 953 2785.

See Recruitment Services for full details on page 26.

Assistant Network Manager x 2 posts

RASC 6 £23,405 to £25,940

Ref: NB50566923/16

Location: city-wide

Hours: 35 per week

Permanent

Manchester Learning Disability Partnership supports Learning Disabled adults to live valued lives within their community. We are looking for staff to join our established management team.

You will assist in the day-to-day management and co-ordinate services for people with a learning disability who have complex health and behavioural challenges, in line with the Primary Care Trust and City Council's corporate aims and objectives and statutory requirements.

You will manage teams of support workers within the Supported Accommodation Networks, which are Registered Support Services, with the Commission for Social Care Inspection.

You must have the ability to communicate effectively, time-manage, delegate work as required and work as part of a team, which will include staff members, family, advocates and other professionals.

You must have the skills and ability to assess the needs of people with Learning Disabilities, construct and implement individual person centred plans, guidelines and risk management plans as required.

You will promote the choice agenda for Learning disabled Adults and assist in health promotion including developing Health Action Plans and Healthy lifestyles.

We have excellent training opportunities available and you will be expected to work towards the Learning Disability Awards Framework and NVQ Level 4 in care qualification. You must have experience in social care or a similar field.

The post is specified as 35 hours a week. You will work flexibly over a 24 hour period including weekends and bank holidays. Must be able to work City wide as required. You will participate in operating an out of hours On Call Service.

We welcome applications from people wishing to job share.

Apply online www.manchester.gov.uk/jobs

Application forms: 0161 953 2775 or 0161 953 2784.

Textphone calls only: 0161 953 2785.

See Recruitment Services for full details on page 26.

Senior Practitioner – CAMHS

SPSW SCP 37- 40 £30,456 to £33,231

Ref: NB50565425/16

Location: Southmoor Centre, Wythenshawe, Manchester M22

Hours: 35 per week

Permanent

The CAMHS Senior Practitioner service is delivered on a district basis with 3 practitioners working in North, Central and South respectively.

The role of the CAMHS Senior Practitioner is to work with District Social Work teams, district CAMHS services and other statutory and voluntary sector providers to enhance capacity within Children's Young People and Families Division in working with children and young people with mental health needs.

The post holder will work with both 'Looked After' and 'Vulnerable Children', promoting positive mental health, resilience and an understanding of children and young peoples social and emotional needs in order to facilitate early recognition of need and appropriate strategies for intervention. Responsibility for individual cases remains with the allocated social worker.

You will be a team player working in an exciting and challenging multi agency environment to promote accessible and seamless services for Children and Young People experiencing mental health difficulties.

We welcome applications from people wishing to job share.

Apply online www.manchester.gov.uk/jobs

Application forms: 0161 953 2775 or 0161 953 2784.

Textphone calls only: 0161 953 2785.

See Recruitment Services for full details on page 26.

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.

Manchester City Advertising, Town Hall Extension, Manchester M60 2LA.

email: n.boyle@manchester.gov.uk

Professional

Revenues and Benefits Call Centre Manager

Grade 9 £34,976 to £38,463 (bar at £37,555)
Ref: NB50566902/05

Location: Alexandra House, Moss Side, Manchester M15 5BA

Hours: 35 per week

Permanent

Do you enjoy working in an environment that is;

Boring? Easy? Quiet? Uncomplicated?

No?

What about:

Challenging? Energising? Demanding? Complex?

Manchester City Council's Revenues and Benefits Unit needs a highly motivated and effective manager with experience of a call centre environment to lead and develop a 50 person call centre providing services to 215,000 Council Tax payers and 70,000 households claiming Housing Benefits and Council Tax Benefits.

You will have the ability to bring about change delivering significant and lasting improvement to the service while taking your team with you.

You will be responsible for bringing together new and established staff to create a professional and high performing team taking pride in the delivery of excellent customer service. In the longer term you will support the delivery of a corporate call centre approach.

Achieving a high level of Council Tax collection and effectively pursuing debtors while providing clear advice on and supporting the rapid payment of Housing Benefits are two examples of the demands placed on a call centre providing services to one of the most economically deprived yet vibrant areas in England.

If you have the skills, abilities and attitude to deliver the above and want the opportunity to transform a critical service in a dynamic environment then we want to hear from you.

An assessment centre day will be run as part of the recruitment process in late February.

We welcome applications from people wishing to job share.

Apply online www.manchester.gov.uk/jobs

Application forms: 0161 953 2775 or 0161 953 2784.

Textphone calls only: 0161 953 2785.

See Recruitment Services for full details on page 26.

"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

Finance

Team Manager x 2 posts

Council Tax Processing Team

Grade 7 £26,706 to £29,628 (bar at £28,862)

Ref: NB50566955/05

Location: Alexandra House, Hulme, Manchester M15 5BA

Hours: 35 per week

Permanent

We currently have vacancies for two Team Managers in the Council Tax Service.

We have recently reorganised the Service and increased resources significantly in recognition of the challenging environment for Council Tax collection in Manchester.

You will lead a team of ten staff, dealing with all aspects of Council Tax billing and recovery work for a specific area of the city, with an emphasis on maximising collection and improving the customer experience. The service works out of modern offices in the Hulme regeneration area, close to Asda and the Leisure Centre. We are proud of our record as an efficient yet understanding collector of local taxation that contributes significantly to Manchester's reputation as a good local authority

The successful applicant will have a track record of managing staff and meeting targets, a comprehensive working knowledge of Council Tax and excellent all round communication skills. They will also need to be able to represent the Council at the Magistrates Court, County Court and Valuation Tribunals as necessary.

We welcome applications from people wishing to job share.

Apply online www.manchester.gov.uk/jobs

Application forms: 0161 953 2775 or 0161 953 2784.

Textphone calls only: 0161 953 2785.

See Recruitment Services for full details on page 26.

Business Rates Officer x 2 posts

Grade 4 £16,614 to £18,882 (bar at £18,217) or pro rata

Ref: NB50568176/05

Location: Town Hall initially with move to Alexandra House in Hulme, Manchester M15 5BA in early 2009

Post 1: 35 per week (full-time post)

Post 2: 17.5 per week (job share post)

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 maximise 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.

We welcome applications from people wishing to job share.

Apply online www.manchester.gov.uk/jobs

Application forms: 0161 953 2775 or 0161 953 2784.

Textphone calls only: 0161 953 2785.

See Recruitment Services for full details on page 26.

Call Centre Officer (Revenues)

Grade 4 £16,614 to £18,882 (bar at £18,217)
Ref: NB50568199/05

Location: Alexandra House, Moss Lane East, Manchester, M15 5BA
Hours: 35 per week

Permanent

We are looking for people to join our Revenues Call Centre Team within the Revenues and Benefits Service whose role will be to answer phone calls, respond to customer enquiries, and collect and recover Council Tax revenue from Manchester residents.

You need excellent communication skills, good literacy and numeracy skills, and to be committed to providing high quality services.

The job involves a significant degree of data inputting, and attention to detail combined with effective listening skills is crucial in delivering a consistently high standard of accuracy.

You will be prepared and able to provide cover to meet customer and service needs and be committed to play a full part in delivering the Council's objectives.

You will receive full training, combining classroom and team-based learning, before being placed on a team where further support will be provided. In return for full training and commitment to your development, we expect you to bring a professional attitude and commitment to the service.

Manchester's Revenues and Benefits Service and the Council are undergoing a major period of change. If you have the desire and ability to provide excellent customer services in a fast changing environment we would like to hear from you. We welcome applications from people wishing to job share.

Apply online www.manchester.gov.uk/jobs

Application forms: 0161 953 2775 or 0161 953 2784.

Textphone calls only: 0161 953 2785.

See Recruitment Services for full details on page 26.

Call Centre Officer (Benefits)

Grade 4 £16,614 to £18,882 (bar at £18,217)
Ref: NB50566857/05

Location: Alexandra House, Moss Lane East, Manchester, M15 5BA
Hours: 35 per week

Permanent

We are looking for people to join our Benefits Call Centre Team within the Revenues and Benefits Service whose role will be to answer phone calls and process benefit claims for Manchester residents.

You need excellent communication skills, good literacy and numeracy skills, and to be committed to providing high quality services.

The job involves a significant degree of data inputting, and attention to detail combined with effective listening skills is crucial in delivering a consistently high standard of accuracy.

You will be prepared and able to provide cover to meet customer and service needs and be committed to play a full part in delivering the Council's objectives.

You will receive full training, combining classroom and team-based learning, before being placed on a team where further support will be provided. In return for full training and commitment to your development, we expect you to bring a professional attitude and commitment to the service.

Manchester's Revenues and Benefits Service and the Council are undergoing a major period of change. If you have the desire and ability to provide excellent customer services in a fast changing environment we would like to hear from you. We welcome applications from people wishing to job share.

Apply online www.manchester.gov.uk/jobs

Application forms: 0161 953 2775 or 0161 953 2784.

Textphone calls only: 0161 953 2785.

See Recruitment Services for full details on page 26.

Council Tax Officer

Grade 4 £16,614 to £18,882 (bar at £18,217)
Ref: NB50568410/05

Location: Alexandra House, 2 Southcombe Walk, Manchester M15 5TU

Hours: 35 per week

Permanent

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

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

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

We welcome applications from people wishing to job share.

Apply online www.manchester.gov.uk/jobs

Application forms: 0161 953 2775 or 0161 953 2784.

Textphone calls only: 0161 953 2785.

See Recruitment Services for full details on page 26.

Cultural

Assistant Registrar

Grade 5 £19,370 to £21,937 (bar at £21,244)
NB50567740/01

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

Hours: 35 per week

Fixed-term until 31 March 2011

Manchester City Galleries runs four venues in the city, including the flagship Manchester Art Gallery which enjoys an enviable reputation as the country's leading regionally-based gallery service.

Manchester Art Gallery is an award winning visitor attraction with an ambitious exhibitions programme attracting over 350,000 visitors each year. With funding from the North West Regional Development Agency's Raising the Game: Radical Manchester Project, we hope to attract even more national and international visitors to the City, through a programme of international contemporary and historic art exhibitions.

We are looking for someone who can work in a pressurised environment to tight deadlines, is methodical and organised. You will work with the Registrar and Exhibitions Team to oversee loans in and installation of art works, and you will work equally well as a team player or individually. You will have worked in a curatorial or collections management capacity; will have experience of loans administration to SPECTRUM standards, and be keen to develop more experience in this area.

Closing date: 30 January 2009 (interview date: 20th February 2009)

We welcome applications from people wishing to job share.

Apply online www.manchester.gov.uk/jobs

Application forms: 0161 953 2775 or 0161 953 2784.

Textphone calls only: 0161 953 2785.

See Recruitment Services for full details on page 26.

Administrative/Secretarial/ Clerical

Centre Administrator

Grade 4 £16,614 to £18,882 (bar at £18,217) pro rata
Ref: NB50566502/16

Location: Darley Avenue, Chorlton, Manchester M21
Hours: 17.5 per week. Job share
Permanent

We are looking an administrator who will be based in our Sure Start Children's Centre which provide a range of services to support families with children under 5. 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 skillful communicator with a range of people including children, parents and workers from a variety of agencies, this may be the job for you.

We welcome applications from people from the local communities.

Apply online www.manchester.gov.uk/jobs

Application forms: 0161 953 2775 or 0161 953 2784.

Textphone calls only: 0161 953 2785.

See Recruitment Services for full details on page 26.

Clerical Officer

Scale 2 £14,545 to £15,247 pro rata
Ref: NB50566762/16

Location: Hallam Road Children's Centre, Newton Heath, Manchester M40
Hours: 17.5 per week – working mornings 3.5 hours per day Monday to Friday. Job share
Permanent

The post holder will need to have typing and computer skills and have a flexible approach to work. Good communication skills are essential both written and verbal. The post holder will need to have good time management skills and an ability to prioritise their own workload.

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

Apply online www.manchester.gov.uk/jobs

Application forms: 0161 953 2775 or 0161 953 2784.

Textphone calls only: 0161 953 2785.

See Recruitment Services for full details on page 26.

MIS Data Assistant x 2 posts

Grade 3 £14,847 to £16,230 (bar at £15,849)
Ref: NB50566833/11

Location: Victoria Mill, Miles Platting, Manchester M40 7LH
Hours: 35 per week
Post 1: Permanent
Post 2: Fixed-term until 31 July 2009

You will work as a member of the MAES MIS team actively ensuring the accuracy and quality of learner, enrolment and course data to meet the required standards in accordance with laid down procedures and corporate and departmental objectives. The main duties of the post are to input and maintain accurate and up-to-date learner and course related data to the MAES MIS system and related databases and spreadsheets.

For this post you will need:

- Accurate keyboard skills
- Good information technology skills
- Good numeracy skills
- Experience of developing, implementing and maintaining effective administrative systems
- Awareness of audit procedures.

For an informal discussion please contact Helen Bacon, MIS Manager on 0161 234 5622.

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

We welcome applications from people wishing to job share.

Apply online www.manchester.gov.uk/jobs

Application forms: 0161 953 2775 or 0161 953 2784.

Textphone calls only: 0161 953 2785.

See Recruitment Services for full details on page 26.

Administration Officer Level 1

Grade 3 £14,847 to £16,230 (bar at £15,849)
NB50566142/16

Location: Harpurhey District Office, Harpurhey, Manchester M9
Hours: 35 per week
Permanent

You will be required to work as part of a team, constantly working to deadlines. The main duties of the post involve the archiving of client files. Although the post is based within Harpurhey Office, you may be expected to work at other locations depending on the needs of the Service. Although archiving will form the major part of this role, you will also be required to perform general clerical duties including maintaining stationery provisions, opening/collection and distribution of mail, ordering goods and services for the office, servicing and minuting meetings as appropriate, filing, faxing and photocopying as well as many other varied and interesting duties.

You will need to possess excellent communication skills and be computer-literate with a working knowledge of spreadsheet and database applications. You will also need to possess excellent personal and organisational skills and need to be willing to pursue your own personal development and take full advantage of training provided as well as being willing to participate in new initiatives and changes in service delivery.

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

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

We welcome applications from people wishing to job share.

Apply online www.manchester.gov.uk/jobs

Application forms: 0161 953 2775 or 0161 953 2784.

Textphone calls only: 0161 953 2785.

See Recruitment Services for full details on page 26.

Stonewall



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

Administrative Officer 1

Grade 3 £14,847 to £16,230 (bar at £15,849) pro rata
Ref: NB50565464/05

Location: Heron House, Lloyd Street, Manchester, M2 5LE
Hours: 17.5 per week. To work Wednesday afternoon, Thursday and Friday. Job share.

Permanent

Reporting to the Office Manager within the Capital Programme Division you will:

- Provide a comprehensive and responsive administrative support service to the Capital Programme Division
- Provide a courteous and efficient reception service for all callers and visitors to Capital Programme Division, using initiative to resolve problems
- Work as part of a team and contribute to the achievement of its objectives
- Respond independently to basic correspondence and produce draft reports, minutes and letters to a high standard
- Have the ability to be flexible and adapt to changing workloads.

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

Apply online www.manchester.gov.uk/jobs

Application forms: 0161 953 2775 or 0161 953 2784.

Textphone calls only: 0161 953 2785.

See Recruitment Services for full details on page 26.

Marketing/Media

Friends and Events Co-ordinator

Grade 5 £19,370 to £21,937 (bar at £21,244)
Ref: NB50566126/12

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

Hours: 35 per week

Permanent

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

Manchester City Galleries Trust is re-launching its successful Friends of Manchester Art Gallery membership scheme in April 2009. The scheme currently has 600 members and we are looking to recruit 3,000 new members over the next four years.

In this role you will be the main point of contact for all members of the Friends of Manchester Art Gallery. You will be responsible for processing applications and keeping our database up to date. Duties will also include delivering membership benefits, including delivering an engaging and profitable calendar of events. As we are looking to attract new members you will also be responsible for promoting the scheme through marketing campaigns. As well as administration experience you will also ideally have experience of direct marketing and events management.

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

We welcome applications from people wishing to job share.

Apply online www.manchester.gov.uk/jobs

Application forms: 0161 953 2775 or 0161 953 2784.

Textphone calls only: 0161 953 2785.

See Recruitment Services for full details on page 26.

Trainee

Apprentice Horticultural and Environmental Operative

Grade 1 £12,299 to £12,592 (bar at £12,299)
Ref: NB50567131/02

Location: Grimshaw Lane Depot, Newton Heath, Manchester M40

Hours: 35 per week

Permanent

If you have a genuine interest in horticulture this is a good opportunity to join Manchester City Council as an Apprentice.

You will be covering a wide area of work, including undertaking duties connected with the cleanliness of the environment and council premises, including sweeping, cleaning, litter picking, emptying litter bins. In addition, with training and support, work with a range of mechanical and electrical equipment including gardening/street cleansing equipment, portable hand tools, green machines and pedestrian mowers.

With training and support, to assist in undertaking a range of flexible, responsive and planned environmental services for the residents, businesses and visitors of the City of Manchester.

A fundamental review of the service is currently taking place and the hours for this position may change as a result.

You will undertake both academic and practical training leading to NVQ Level 2** in Amenity Horticulture.

** Having gained the necessary practical skills and knowledge and with satisfactory job performance, there will be the opportunity to progress to NVQ, Level 3.

Good communications skills are required

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

Apply online www.manchester.gov.uk/jobs

Application forms: 0161 953 2775 or 0161 953 2784.

Textphone calls only: 0161 953 2785.

See Recruitment Services for full details on page 26.

Schools

St Margaret's CE Primary School

Withington Road, Whalley Range, Manchester M16 8FQ

Tel: 0161 226 2271 Fax: 0161 226 3418

Admin Assistant

APT&C Scale 1 Points 4–11, (£11,961–£14,545 pro rata)

25 hours per week, term-time only

Permanent contract

St. Margaret's is a vibrant multicultural inner city school. The governors wish to appoint an Admin Assistant to work under the supervision of the Headteacher/ Deputy Headteacher or Senior School Administrator.

Applicants should be enthusiastic, hardworking, caring, flexible and have a sense of humour.

Further information and application forms are available from the school office.

Appointments are subject to enhanced CRB clearance before employment.

This post will be subject to Job Evaluation.

Closing date: 4 February 2009 at 12 noon.

Short-listing: 4 February 2009 (successful candidates will be notified by telephone)

Interviews: 10 February 2009.

Abbey Hey, Aspinall and St James Gorton

Parent Support Adviser (PSA)

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

Three days a week, one day at each school.

Term-time only pro-rata with an additional 20 days (negotiable)

Required ASAP 2009

This post is fixed-term until March 2011

This is an exciting and challenging position that involves working in partnership within the Gorton cluster.

The role of the Parent Support Adviser (PSA) is to assist in tackling underachievement by working in partnership with families in a school context to enable pupils, particularly the most disadvantaged, to have access to full educational opportunities.

The responsibilities of the post will include:

- The promotion of high-quality parenting at home
- Supporting and engaging parents/carers and their children in a school context.
- Working with parents/carers and additional agencies to achieve regular attendance.
- Liaison with other agencies and other schools in the network and partners in the community.

The successful applicant should have:

- Experience and understanding of children within a family context
- Demonstrable experience of delivering individual or group-based support
- A minimum of two years' experience in working with children, young people and their families within the field of education, social care or the voluntary sector.

The ability to drive would be an advantage.

The post is subject to suitable references and a CRB check.

Application forms are available from Gaynor Moorhouse, Abbey Hey Primary School, Abbey Hey Lane, Gorton, Manchester, M18 8PF Tel: 0161 223 1592

All applications should be returned by 25 February 2009.

Please send applications to Gaynor Moorhouse at the above address.

Chorlton High School – A Specialist Arts College

Nell Lane, Chorlton, Manchester, M21 7SL

Tel: 0161 882 1150 Fax: 0161 861 8753

Email: admin@chorltonhigh.manchester.sch.uk

Ethnic Minority Achievement Teaching Assistant (Language Assistant)

Scale TA Level 2 (Grade 3) points 12–16

(£14,847–£16,230 pro rata)

Term-time only – 30 hours per week

Temporary 12 month contract

The successful applicant will provide support for students from black and minority ethnic backgrounds including students with specific language acquisition needs as part of our Ethnic Minority Achievement Team.

We are a high-Performing specialist college with performing arts as our main specialism. Since April 2007 we have also been a training school.

The school is committed to safeguarding and promoting the welfare of young people and expects all staff to share this commitment. The successful applicant will be subject to appropriate child protection screening, including checks with past employers and the Criminal Records Bureau.

For an application form and further details, please contact the school.

Closing date for applications: Monday 2 February 2009.

Kingsway Federation

Ladybarn Primary School and Green End Primary School

Parent Support Adviser (PSA)

APT & C Scale 5 (SCP 22–25) (£19,370–£21,244) pro rata, pending job evaluation

Term-time only with an additional 20 days' school holidays (negotiable times/days)

Required ASAP. Closing date: Thursday 5 February 2008

This post is fixed-term until 31 March 2011

This is an exciting and challenging position that involves working across both schools in the federation that serve the communities of Burnage and parts of Withington. The role of the Parent Support Adviser (PSA) is to assist in tackling underachievement by working in partnership with families in a school context to enable pupils, particularly the most disadvantaged, to have access to full educational opportunities.

The responsibilities of the post will include:

- The promotion of high-quality parenting at home
- Supporting and engaging parents/carers and their children
- Working with parents/carers and additional agencies to achieve regular attendance
- Liaison with other agencies.

The successful applicant should:

- Have extensive experience and understanding of children within a family context
- Demonstrate experience of delivering individual or group-based support
- Have a minimum of three years' experience of working with children, young people and their families within the field of education, social care or the voluntary sector.

The post is subject to suitable references and a CRB check.

Further details, application form, job description and person specification may be obtained by email or by sending a stamped addressed envelope to Sandra Flynn admin@ladybarn.manchester.sch.uk or on 0161 445 4898.

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

This post is across Ashbury Meadow Primary School, Church of the Resurrection CE Primary School, St Anne's RC Primary School and St Brigid's RC Primary School

Parent Support Adviser (PSA)

**APT & C Scale 5 (SCP 22–25) (£18,907–£20,736 pro rata)
35 hours per week**

Term time only pro-rata with an additional twenty days (negotiable)

To start ASAP/February 2009

This post is fixed-term until March 2011

This is an exciting and challenging position, which involves working in partnership within the four schools in the Beswick and Ancoats Primary School cluster. The role of the Parent Support Adviser (PSA) is to assist in tackling underachievement by working in partnership with families in a school context to enable pupils, particularly the most disadvantaged, to have full access to educational opportunities.

The responsibilities of this post will include:

- The promotion of high-quality parenting at home.
- Supporting and engaging parents/carers and their children in a school context.
- Working with parents/carers and additional agencies to achieve regular attendance.
- Liaison with other agencies.

The successful applicant should have:

- Some experience and understanding of children within a family context.
- Demonstrable experience of delivering individual or group-based support.
- A minimum of two years' experience of working with children, young people and their families within the field of education, social care or the voluntary sector.
- The ability to work flexibly and show initiative.

The post is subject to suitable references and a CRB check.

Application forms and details are available from Carole Bradburn at Ashbury Meadow Primary School, Rylance Street, Beswick, Manchester, M11 3NA

Email: admin2@ashburymeadow.manchester.sch.uk

Please send applications to:

Lorna Rushton, Headteacher,

Ashbury Meadow Primary School, Rylance Street, Manchester M11 3NA

Tel: 0161 219 6630

Email: admin2@ashburymeadow.manchester.sch.uk

All applications should be returned by 12 noon on Wednesday 21 January 2009.

Interviews will take place week commencing 26 January 2009.

**Chorlton High School – A Specialist Arts College
Nell Lane, Chorlton, Manchester M21 7SL
Tel: 0161 882 1150 Fax: 0161 861 8753
Email: admin@chorltonhigh.manchester.sch.uk**

Teaching Assistant

**Scale TA Level 1(Grade 2) points 8–11 £12,989–£14,545 fte
pro rata**

Term-time only – 30 hours per week

Temporary 12-month contract

The successful applicant will provide support for those students with additional needs. Previous experience of supporting students would be an advantage but is not essential as training will be given.

We are a high-performing specialist college with performing arts as our main specialism. Since April 2007 we have also been a training school.

The school is committed to safeguarding and promoting the welfare of young people and expects all staff to share this commitment. The successful applicant will be subject to appropriate child protection screening, including checks with past employers and the Criminal Records Bureau.

For an application form and further details, please contact the school.

Closing date for applications: Monday 2 February 2009.

**Charlestown Primary, Crosslee Primary
and St John Boscoe's RC Primary**

Parent Support Adviser

**APT and C Scale 5 (SCP 22–25) (£19,370–£21,244) Pending
Job Evaluation**

**1 post based at Charlestown Primary School working in a cluster
with Crosslee Primary and St. John Boscoe's RC Primary**

Term-time only pro-rata with an additional 20 days (negotiable)

Required ASAP/January 2009

This post is fixed-term until March 2011.

This is an exciting and challenging position that involves working in partnership within the North West Cluster.

The role of the Parent Support Advisor (PSA) is to assist in tackling underachievement by working in partnership with families in a school context to enable pupils, particularly the most disadvantaged, to have access to full educational opportunities.

The responsibilities of the post will include:

The promotion of high-quality parenting at home.

- Supporting and engaging parents/carers and their children in a school context
- Working with parents/carers and additional agencies to achieve regular attendance
- Liaison with other agencies.

The successful applicant should have:

- Some experience and understanding of children within a family context.
- Demonstrable experience of delivering individual or group-based support.
- A minimum of two years' experience in working with children, young people and their families within the field of education, social care or the voluntary sector.

The post is subject to suitable references and a CRB check.

Application forms and details are available from; The School Administrator, Charlestown Community Primary School, Pilkington Road, Blackley, Manchester M9 7BX. Tel: 0161 740 3529 Fax: 0161 795 6151

Email: starkey.s@stmonline.co.uk

All applications should be returned by Monday 2 February 2008.

Please send applications to Sarah Starkey

Charlestown Community Primary School, Pilkington Road, Blackley, Manchester M9 7BX.

**"Many Schools are starting to advertise
in the City Council Jobs Update publication
instead of local newspapers, as this is
more cost-effective for us and gets us the
response."**

Source: Brookway High School and Sports College
M-four Advertising Response Analysis survey
September 2007

**Chorlton High School/Brookburn Primary School/
Chorlton Church of England Primary School**

Parent Support Adviser

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

(Post subject to LA job evaluation)

35 hours per week

Term-time only pro rata with an additional 20 days (negotiable)

Required ASAP/January 2009

This post is fixed-term till August 2011.

This is an exciting and challenging position that involves working in partnership within the Chorlton cluster.

The role of the Parent Support Adviser (PSA) is to facilitate extended learning and assist in tackling underachievement by working in partnership with families in a school context. The aim is to enable pupils to have full access to educational opportunities and overcome barriers to learning.

The responsibilities of this post will include:

- Supporting parents/carers to engage with their child's learning and their school context
- Facilitating workshops and events for parents/carers
- The promotion of high-quality parenting at home
- Working with parents/carers and additional agencies to achieve regular attendance
- Providing support for parents and children through the 'transition' phase to ensure continual engagement with school and learning
- Liaison with other agencies.

The successful applicant should have:

- Experience and understanding of children within a family context
- Demonstrable experience of delivering individual or group-based support
- A minimum of two years' experience in working with children, young people and their families within the field of education, social care or the voluntary sector
- A willingness to work flexible working hours to accommodate occasional evening events for parents

The post is subject to suitable references and a CRB check.

Application forms and details are available from Chorlton High School, Nell Lane, Chorlton M21 7SL Tel: 0161 881 1150

Email: admin@chorltonhigh.manchester.sch.uk

All applications should be returned by Monday 2 February by 12 noon.

Short-listing: 3 February; interviews: 10 February

Please send applications to Chorlton High School, Nell Lane, Chorlton M21 7SL

Viewing the schools: All short-listed applicants will have the opportunity to view schools during the interview day.

Levenshulme Cluster of Schools

Parent Support Adviser

**APT and C Scale 5 (SCP 22–25) (£19,370–£21,244)
pro rata subject to job evaluation**

One post, working one day per week at Acacias Primary, Alma Park Primary, Chapel Street Primary, St Andrew's Primary and St Mary's RC Primary in the Levenshulme and Burnage area.

Term-time only pro rata with an additional 20 days (negotiable)

Required ASAP

This post is fixed-term until March 2011

This is an exciting and challenging position that involves working in partnership within the Levenshulme Cluster of Schools.

The role of the Parent Support Adviser (PSA) is to assist in tackling underachievement by working in partnership with families in a school context to enable pupils, particularly the most disadvantaged, to have access to full educational opportunities.

The responsibilities of the post will include:

- The promotion of high-quality parenting at home.
- Supporting and engaging parents/carers and their children in a school context
- Working with parents/carers and additional agencies to achieve regular attendance
- Liaison with other agencies.

The successful applicant should have:

- Some experience and understanding of children within a family context.
- Demonstrable experience of delivering individual or group-based support.
- A minimum of two years' experience in working with children, young people and their families within the field of education, social care or the voluntary sector.

The post is subject to suitable references and a CRB check.

Application forms and details are available by email from admin@acacias.manchester.sch.uk or by sending an A4 stamped addressed envelope to Angela Stansfield, Acacias CPS, Alexandra Drive, Burnage, Manchester, M19 2WW.

Closing date for applications: Wednesday 21 January 2009 at 12 noon.

**Ladybarn Primary School, Briarfield Road, Withington
Headteacher: Lisa Vyas**

Teaching Assistant – Special/Additional Needs Level 2 – Grade 4

Points 17–21 £16,614–£18,882 pro rata

Required as soon as possible

**Term-time only - 20 hours a week – 10am–12 noon
and 1–3pm each day**

We are looking for a dynamic and highly motivated individual with significant experience of working with Special Educational Needs children in a school setting.

The Teacher Assistant's role will be to support a year 3 child with medical needs, including epilepsy, to be fully included in school and the whole curriculum.

Application forms, job description and person specifications are available from Sandra Flynn at the school on admin@ladybarn.manchester.sch.uk or 0161 4454 4898.

Closing date: 30 January 2009.

**The next issue of Jobs Update
will be published on 16 February 2009.**

Button Lane Primary School, Northenden Primary School,
Rackhouse Primary School, Sandilands Primary School,
St Aidan's RC Primary School, St Wilfrid's CE Primary School

Parent Support Adviser

**APT&C Scale 5 (Points 22–25) (£19,370–£21,244)
pending job evaluation**

**Term-time only + 20 days (negotiable) salary pro rata
Required April 2009. Fixed-term contract until March 2011**

This is an exciting and challenging opportunity to work with young people and their families across the cluster of six schools named above. As a Parental Support Adviser (PSA) you will help schools tackle underachievement by providing a range of support for young people and their families to enable them to have access to full educational opportunities in school and in the community.

The responsibilities of PSAs include:

- the promotion of high-quality parenting at home
- supporting and engaging parents/carers and their children in a school context
- working with families and additional agencies to achieve regular attendance
- liaison and working with additional agencies to ensure families receive the support they need

Candidates should ideally have:

- experience and understanding of children in a school and/or family context
- demonstrable experience of delivering individual or group-based support
- a minimum of two years, experience working with children, young people and their families in the field of education, social care or the voluntary sector
- excellent communication skills and good relationships with young people and adults
- empathy, resilience and understanding of families in different circumstances.

This post is subject to unequivocal references, CRB check and medical assessment.

Further information and application forms are available from and should be returned to Ian Beard, Headteacher, Northenden Community School, Bazley Road, Northenden, Manchester M22 4FL Tel: 0161 998 4825

Closing date: Monday 9 February 2009 at 12 noon.

Short-listing: Tuesday 10 February 2009.

Interviews: Thursday 12 February 2009.

Cheetham Community School, Cheetwood Primary School,
St Chads RC Primary School, Temple Primary School

Parent Support Adviser (PSA)

**APT and C Scale 5 SCP 22–25 (£19,370–£21,244)
Pending job evaluation**

**Term-time only pro rata with an additional 20 days (negotiable).
Required ASAP. Temporary contract until August 2009.**

Initially, the post will be temporary until August 2009, but this is likely to be extended depending upon future funding.

This is an exciting and challenging position that involves working in partnership across four schools.

The role of the Parent Support Adviser is to assist in tackling underachievement by working in partnership with families in a school context to enable pupils, particularly the most disadvantaged, to have full access to educational opportunities.

The responsibilities of this post will include:

- The promotion of high-quality parenting at home
- Supporting and engaging parents/carers and their children in a school context
- Working with parents/carers and additional agencies to achieve regular attendance
- Liaison with other agencies.

The successful applicant should have:

- Some experience and understanding of children within a family context
- Demonstrable experience of delivering individual or group-based support
- A minimum of two years-experience in working with children, young people and their families within the field of education, social care or the voluntary sector.

The post is subject to suitable references and a CRB check.

Application forms and details are available from Lesley Ashton at:

Temple Primary School Tel: 0161 205 1932

Email: admin@temple.manchester.sch.uk

Viewing the schools: All short-listed applicants will have the opportunity to view all four schools prior to the interview.

All applications should be returned by to Temple Primary School by 4 February 2009.

Short-listing: 5 February 2009.

Interview date: 13 February 2009.

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.

Wythenshawe District Inclusion Project

Six Teaching Assistant posts

2 x Teaching Assistants Level 4 Behaviour Guidance and Support Scale 5 Points
22-26 (£19,370–£21,937 pro rata) pending job evaluation
4 x Teaching Assistants Level 3 Behaviour Guidance & Support (Scale 4 Pt 18-21 (£16,941–£18,882 pro rata) pending job evaluation

Posts are initially for 12 months from April 2009 - April 2010
Term-time only pro rata.

These are exciting and challenging positions that involve working in partnership with the Wythenshawe Primary School Cluster in one of two geographically based teams.

The responsibilities of these posts will include:

- working with pupils with challenging behaviour who are vulnerable to exclusion
- working with school staff
- promotion of high quality parenting skills
- working with parents/carers to achieve regular attendance for pupils
- liaison with other agencies.

The successful applicants should have:

- experience and understanding of children within a school context
- the ability to deliver individual or group-based support
- a minimum of two years' experience of working with children, young people and their families within the field of education social care or the voluntary sector.

This post is subject to suitable references and CRB clearance.

Application forms and details are available from:

admin@sandilands.manchester.sch.uk or by contacting:
Jane Murphy, Sandilands Primary School, Wendover Road, Brooklands, Wythenshawe M23 9JX Tel: 0161 973 6887

All applications should be returned to Sandilands School by 28 January 2009.

Short listing: 30 January 2009.

Interviews: 5 February 2009.

SS John Fisher and Thomas More catholic Primary School

Family Support Mentor

APT & C Scale 5 (SCP 22-25) (£19,370–£21,244)
pending job evaluation

Term-time only pro rata – 35 hours

Fixed-term until 31st March 2010

Required to start 9 March 2009 or ASAP

The governors of SS John Fisher and Thomas More Catholic Primary School are seeking to appoint a Family Support Mentor as soon as possible from the beginning of March 2009.

The successful postholder will work directly with potentially vulnerable children and their families, from SS John Fisher and Thomas More Catholic Primary School, in home, school and community settings, in order to tackle any barriers to learning that prevent the pupils from fully engaging in school activities inside and outside the classroom.

You will need:

- A minimum of two years' experience of work in education, health, social care or childcare.
- An NVQ Level 3 or above in childcare, social care or education.

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

Application forms and job descriptions are available from the school office, SS John Fisher and Thomas More Catholic Primary School, Woodhouse Lane, Benchill, Wythenshawe, Manchester M22 9NW Tel: 0161 998 3422

All applications should be returned to Mr Dominic Hemington, Headteacher, by Monday 2 February at 4.30pm.

Interviews will be held on Monday 9 February 2009.

St Joseph's RC Primary School, Richmond Grove, Longsight, Manchester M13 0BT

Email: admin@st-josephs.manchester.sch.uk

Headteacher: Barbara Porter

Administrative Assistant

Scale 3 – points 14-17 – (£15,524–£16,614) (pro rata)
Salary pending job evaluation

Term-time only – full-time (20 hours a week – 9am–1pm)

St Joseph's RC Primary is a very successful inner city school with a strong commitment to developing the potential of all children and parents in the whole school community:

The administrative duties will include:

- Meeting and greeting of a range of stakeholders
- Communication matters, including email, postal and telephone
- Collecting and management of lunch money, including free school meals work
- Management of pupil data using the SIMs database
- Pupil attendance
- Typing and document production
- Reprographics
- General office duties

The successful candidate will have excellent literacy and numeracy skills, be very conversant with the use of ICT and experience of office based work. It is also desirable, but not essential, that they should have had experience in an education setting.

The postholder will start as soon as possible. They are subject to suitable references and enhanced CRB checks, and the successful candidate cannot start until these are received.

Further details, application form, job description and person specification may be obtained from admin@st-josephs.manchester.sch.uk or by sending a stamped addressed envelope to the School Business Manager.

Closing date: 30 January 2009.

“When we last advertised for two posts we only advertised in Jobs Update and associated website.

Our response to these adverts was very good and therefore we are unlikely to place adverts in the local press due to the increased fees involved and the response we get through Jobs Update.”

Source: Chorlton High School
M-four Advertising Response Analysis survey
September 2007

Non-Manchester City Council Advertisements

THE HOUSING LINK (2003)

The Housing Link (2003) is a progressive locally based charity providing a range of quality services to homeless people, 16 upwards, including 51 bed spaces over a range of temporary accommodation, advice & support services.

HOUSING SUPPORT WORKER (Based at Bury) Full Time (35 Hours) SCP 23 to 27 £19,940 to £22,664

We require a person who will be able to support the Services Manager, has the proven ability to make a positive contribution to an established team, build relationships with service users including the management of a caseload and provide innovative solutions to homelessness issues. The Housing Support Worker will have knowledge of homelessness, and will have responsibility for agreeing resettlement support packages relevant to individual requirements. The post holder will be involved in the running of the Bury Move On Service and in providing an out of hours on call service, for which an allowance is paid. Some evening work to 8 p.m. may be required.

HOUSING SUPPORT WORKER (Based at Bury) x 2 Spinal Point 25 to 29 £21,244 to £24,331 (pro rata). Average 24½ per week plus Sleep In (Allowance paid £31.97)

Working as part of a team alongside a part-time Assistant Housing Support Worker and a Night Support Worker the post holders will contribute to the management of our 5 bed emergency overnight accommodation for 16/17 year olds in Bury. The hours of duty are 6 pm to 9.30 a.m with sleep in. The working pattern is four days on followed by four days off.

For further details and application forms apply in writing stating the post/s you are interested in and enclosing a SAE with postage for Large Mail to: Carole Redshaw, 12 Mather St, Radcliffe, Manchester M26 4TL (telephone enquiries will not be accepted, and applications in writing only).

Closing date for these posts is: Friday 30 January 2009
Interviews to be held the week commencing: 9 February 2009

*All posts are subject to receipt of a satisfactory
Criminal Records Bureau Disclosure.*

Burnage Multi-Agency Group (BMAG) Part Time Youth / Activities Worker



JNC Level 2 pt 4 £22,630
(Pro Rata) for 28 hours per week.
This post requires a combination
of daytime and evening work.

BMAG is a youth and community project based in South Manchester. We are seeking an enthusiastic and motivated part-time youth/activities worker to help deliver the Duke Of Edinburgh's Award and other accredited sessions to young people primarily aged 13 to 19 years old.

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

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

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

The Project Manager, BMAG Centre,
345 Burnage Lane, Burnage, Manchester M19 1EW.
Tel: 0161 431 0797

Or by emailing to: carolyn@bmag96.org

Closing date for applications:

12 noon on Tuesday 3 February 2009

Interviews: Thursday 12 February 2009

Jobsupdate

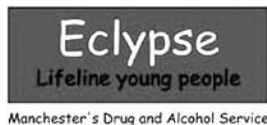
Over 14,000 copies of Jobs Update are printed each issue and we have a readership of over 50,000 people.

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.

Manchester City Advertising, Town Hall Extension, Manchester M60 2LA.

email: n.boyle@manchester.gov.uk

Eclipse is the Lifeline Project's Specialist Young Persons Drug and Alcohol Service in Manchester. All staff are fully committed to providing the highest standard of service provision and outcomes for service users.



The Eclipse Service has been going through some new and exciting changes and is pleased to offer a number of opportunities:

Treatment Team Co-ordinator

Ref: ECL/TT

Salary SCP 30-36 (£25,146-£29,628)

The postholder will have expert knowledge of the substance misuse field and possess the qualities necessary to co-ordinate and steer a team of practitioners in an ever-changing arena, where excellent service performance is provided throughout. This must be matched with exceptional service delivery for the children and young people we serve. A professional/degree level qualification or equivalent experience is essential. This is a challenging and exciting role for an expert practitioner/manager wanting to join a forward looking service.

Closing date: Wednesday 11 February 2009 at 5pm

Interview date: 19 February 2009

Care Manager

Ref: CM/TT

Salary SCP 27-34 (£22,664-£28,270)

The postholder will have experience and knowledge of the substance misuse field and will be a highly motivated and skilled individual with excellent administration and time management skills. He/she will be able to complete comprehensive assessments, develop care plans with children and young people who misuse substances and will be able to deliver innovative and creative therapeutic interventions on an individual and group work basis. This is a challenging and exciting role for a skilled practitioner.

Closing date: Monday 16 February 2009 at 5pm

Interview date: 3 March 2009

Young Persons Practitioner Family Team

Ref: YPP/EFT

Salary SCP 27-34 (£22,664-£28,270) fixed-term: April 2010

The postholder will work within the Eclipse Family Service to provide a range of interventions for children and young people affected by parental substance misuse. Your role will involve working in partnership with the parents' practitioner in engaging parents and children in family interventions. You will be a highly motivated and skilled individual able to complete comprehensive assessments and develop care-plans with children and young people to deliver innovative, therapeutic one-to-one and group work.

Closing date: Thursday 12 February 2009 at 5pm

Interview date: 23 February 2009

Outreach - Diversity/Hard to Reach Young People

Salary SCP 25-32 (£21,244-£26,706) fixed-term: April 2010

Eclipse is looking for a postholder who will be enthusiastic and creative. The successful candidate must be able to demonstrate excellent communication and engagement skills and have experience of partnership working, project planning and programme development to provide targeted interventions and programmes. This will include appropriate education, advice, information and support for young people, including diverse and hard-to-reach groups, identified as being vulnerable to substance misuse, both in and out of school settings.

This post will require an experienced and confident person who can work independently and as part of a team.

Closing date: Friday 13 February 2009 at 5pm

Interview date: 24 February 2009

Substance Misuse Trainer and Practitioner

Ref: BIT/TP

Salary SCP 27-32 (£22,664-£26,706) fixed-term: April 2010

The postholder will work within the Eclipse Treatment Team and will provide a range of brief interventions for children and young people who misuse substances. They will be highly motivated and skilled individual able to complete comprehensive assessments and develop care plans with children and young people to deliver innovative, therapeutic interventions on an individual and group work basis. We are looking for an individual who can use their practical experience to develop and deliver high-quality training for professionals and young people.

Closing date: Friday 13 February 2009 at 5pm

Interview date: 26 February 2009

Lifeline Project is an Equal Opportunities Employer and invites applications from all regardless of race, colour, nationality, ethnic or national origin, religion, marital status, sex, sexual orientation, age or disability.

You can download further information and an application pack on the lifeline website www.lifeline.org.uk. For more information about these posts



Child Clinical Psychologist

DoH Band 8a. Salary dependent on experience.

Essential Car User Allowance included.

(Ref: 2008/99-143).

Clinical Psychologist required to work with Looked After Children within our residential and fostering services. Your clinical work would involve assessment, therapy, consultation, indirect work with staff teams, teaching and training. You would also be involved in service development and would have a direct role in developing your own therapeutic role within our social care service.

You will be at the forefront of developing the Together Trust's Behaviour Management and Direct Work practice.

In return for your commitment we can offer you:

- A competitive salary with recognition for qualifications and experience.
- Support and access to training and development opportunities.
- A group personal pension plan.
- A minimum of 30 days holiday (including bank holidays) with linked service for applicants from other charities/local authorities/NHS.

We would consider applications from newly qualified Clinical Psychologists (DoH Band 7) with relevant placement experience.

Together Trust is a charitable organisation operating in the North of England and North Wales providing direct care, education, support and improved life opportunities for young people in need.

The Together Trust is committed to equality and diversity and welcomes applicants regardless of their sex, racial, ethnic/national origin, religion/belief, disability, sexuality, age or responsibility for dependants.

For further details please:

- visit www.togethertrust.org.uk
- email jobs@togethertrust.org.uk
- phone the recruitment hotline on 0161 283 4828 (please leave your full name, address, post code and a contact telephone number).

CLOSING DATE: 12 Noon Thurs 12 February 2009

together
trust

www.togethertrust.org.uk

Registered charity number 209782



INVESTOR IN PEOPLE

care • education • support • since 1870



www.salfordfoundation.org.uk

Salford Foundation is a social inclusion charity supporting children, young people and adults. We require a number of staff to support a new programme of activity funded by the Department of Children, Schools and Families through the Youth

Sector Development Fund to March 2011 initially. The team will deliver a package of targeted youth support across Salford using a range of approaches to re-engage young people. This programme of activity has a number of strands as outlined below.

Operations Manager

£30,000 pa

Reference YSDF 001

You will oversee the work of the Team ensuring quality of service, the delivery of contractual outputs and outcomes, work closely with key stakeholders to develop the service and ensure data capture that can demonstrate the impact of the work of the team to prospective funders.

Post 16 – NEET Co-ordinator

£17,500 pa rising to £18,000 after six months

Reference YSDF 002

Working with the hard to reach 16 – 19 year olds you will establish links with key referral agencies, employers and other organisations to undertake outreach activities to identify prospective service users and support them to develop personal skills, access appropriate learning opportunities and re-engage in education and training.

Administrators x 2

£14,000

Reference YSDF 003

Experienced Administrators are required to provide the busy team with full administrative support, help with client liaison, collating information and updating management information systems.

Young Volunteer Co-ordinators x 2

£17,500 rising to £18,000 after 6 months

Reference YSDF 004

You will work with schools and community organisations to identify both young people to participate in volunteering activities and also generate opportunities for volunteering. The programme will support students 13 – 16 who are at risk of under achievement or dropping out to develop their skills, self esteem and ability to work with others in a range of settings.

Pre 16 Co-ordinators x 3

£17,500 rising to £18,000 after 6 months

Reference YSDF 005 a and b

You will be responsible for either a) supporting young people at risk of offending or school exclusion/suspension. This will require extensive liaison with schools, Youth Offending Team and other agencies in developing bespoke support packages including mentoring and training and development opportunities or b) To create work placements for targeted students in school as part of an alternative approach to learning and as a means of creating a progression route from school to post 16 opportunity and provide participants with ongoing support.

All candidates will be expected to demonstrate through application and interview effective communication and interpersonal skills, an ability to work independently and as part of a team. **Candidates must have access to a car and will be subject to an enhanced CRB check.**

To apply for any of these vacancies please visit our web site www.salfordfoundation.org.uk or call **0161 787 8170** for an application pack. **Closing date for all posts: Wednesday 28th January 2009.**

Please return applications quoting the appropriate reference number to:
Mrs Deborah Cawley, PA to the Chief Executive, Salford Foundation,
Charles House, Albert Street, Eccles, Manchester, M30 0PW.

This project of Salford Foundation is funded through DCSF Youth Sector Development Fund.

Salford Foundation is an Equal Opportunities Employer that values the importance of diversity and positively welcomes applications from all members of the community, including those with disabilities.

No agencies please.



INVESTOR IN PEOPLE

Divisional Communications Officer*

£24,444 to £26,028 p.a.

plus final salary pension scheme

Location: Bradford Park, but will be relocating to Ashton Moss early 2009

Hours: 36.25 per week

Permanent

You will promote the Serious Crime Division within the national Serious Crime and Policing arena, developing and improving two-way communication channels throughout the Division and ensuring activity and outcomes are aligned with the strategic direction of Greater Manchester Police.

With excellent communication and IT skills, you will possess the ability to produce creative PowerPoint presentations and devise strategies for senior officers and staff in relation to communications activities. Knowledge of the use of multimedia methods as part of a communication mix is essential to this role as is the ability to think strategically and demonstrate analytical skills. You should also have a full UK driving license and access to a vehicle for work purposes.

Reference no: 009

Contact: 0161 856 8282

Intelligence Officer*

£15,687 to £16,755 p.a.

plus final salary pension scheme

Location: Rochdale

Hours: 36.25 per week

Temporary until 31st March 2010

You will operate the Local Intelligence function within the OPU, providing information concerning crime and incident patterns supporting problem solving and the briefing system. You will undertake the research of problems by reviewing a wide range of data and information sources to identify real, potential or emerging policing problems as well as identifying people concerned in persistent law breaking and nuisance.

You will have carried out duties involving research and analytical tasks together with experience of software applications including database, word-processing and spreadsheets. You will also be required to prepare and deliver presentations as well as produce charts and statistics.

Reference no: 019

Contact: 0161 856 8537

Crime Recording Officer*

£14,211 to £16,755 pro rata (career graded)

plus allowances and final salary pension scheme

Location: Bootle Street, Manchester City Centre

Hours: 16.00 per week (hours and days negotiable)

Permanent

You will ensure the accurate input of information to the computerised crime recording system. This will involve recording information when a crime is reported by a police officer by phone or fax. You will then record this information onto the Crime Recording System, Vehicle Information System and Operational Information System, where accuracy is absolutely essential.

You should have excellent keyboard and computer skills and have experience of recording, inputting, accessing and retrieving information. Good communication skills alongside experience of effectively dealing with customers and the ability to understand written and verbal instructions with little supervision are essential to this post.

Reference no: 032

Contact: 0161 856 2367



Human Resources Assistant*

**£14,211 to £15,327 p.a.
plus final salary pension scheme**

Location: Swinton

Hours: 36.25 per week

Permanent

You will provide administrative support to the Division with particular responsibility for Human Resources relating to Force Policy and procedures. You will produce management reports using various databases and maintain information systems relating to sickness and appraisals.

Capable of producing written work to the required standard you will have carried out duties including checking, recording, inputting information and associated filing. Keyboard experience and knowledge of computer software applications is also essential to the role.

Shortlisted applicants will be invited to an interview on Tuesday 3 February 2009.

Reference no: 008

Contact: 0161 856 5414

Systems Administrator

**£14,211 to £15,327 p.a.
plus final salary pension scheme**

Location: Chester House, Old Trafford

Hours: 36.25 per week

Permanent

You will support the GMP Integrated Computer System by maintaining the GIS mapping system, the system's streets and premises index. Processing notification of changes to the streets and premises index from operational officers, councils and alarm companies you will keep the index and data up to date. You will also maintain and improve quality of GMPICS streets and premises geo-coding as well as receiving and processing information onto the GIS mapping system.

You should have knowledge of GIS mapping systems, microcomputer systems/software together with experience of database systems and system administration. Capable of presenting written information clearly and accurately, you will also have carried out duties relevant to the post including inputting, accessing and retrieving information. With experience of dealing with queries and of undertaking a varied role, you will possess the ability to learn and apply new procedures.

Reference no: 924

Contact: 0161 856 1660

***Shortlisted applicants will be required to attend a
job-related assessment.**

**Appointment to all posts is subject to vetting checks,
some of which may be enhanced.**

**Closing date unless otherwise stated:
25 January 2009**

Classifieds

Notes

COULD YOU FOSTER?



Could you offer a stable home for a child that can't live with their birth family? Do you have a spare room and the time, skills and commitment to unlock a child's potential?

A foster carer's job 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 Social Services to facilitate visits and include the child's family and friends in their lives as much as possible.

Whether you are married, single, straight or gay, rent or own your home, or are unemployed - you could foster! Manchester needs foster carers from a range of ethnic backgrounds and heritages who reflect the diversity of our community. For more info call or visit:

Fosterline
0800 9888931

familyduty@manchester.gov.uk
www.manchester.gov.uk/
fosteringadoption

You will receive:

- Weekly allowance
- On-going training
- 24 hour support



MANCHESTER
CITY COUNCIL

Do you have experience caring for children and young people?

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? We are looking for people with these qualities to train as Treatment Foster Carers and join the TOPS and Manchester **Link** teams.

TOPS Treatment Foster Care Project for children aged 3 - 6
Call 0161 882 1335

Manchester **Link** Therapeutic Care, young people aged 8 - 14
Call 0161 795 7033

Or call the Fosterline 0800 9888931
Email familyduty@manchester.gov.uk
Visit www.manchester.gov.uk/fosteringadoption



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 jobcentre to arrange this, and advise the employer so they can ensure an appropriate room layout for the interview.

Preparing for questions:

- Think about the types of questions 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, 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: 9 February 2009 unless otherwise stated.

Contact details:

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

Application forms and further details are available from: Recruitment Services, Corporate Personnel, Level 2, Belle Vue Leisure Centre, Pink Bank Lane, Manchester M12 5GL. Telephone: 0161 953 2775 or 0161 953 2784. If you are deaf or hard of hearing a textphone service is available on: 0161 953 2785.



When you have finished with this magazine please recycle it.

The next issue of Jobs Update will be published on 16 February 2009.

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

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

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Help 4 Lone Parents

Being a lone parent certainly has its share of day-to-day problems... but nothing proves more challenging for a single parent than the gruelling process of returning to work. However, **Stepping Stones**, a free project helping single parents get back on the career ladder, is here to lend a hand with:

- Friendly advisors with time for you
- Advice on training opportunities
- Help to find childcare
- Interview preparation
- CV and job applications
- Financial help and planning

And the help and guidance doesn't stop there... they offer on-going support and will visit you in your work place and help with any problems you may be facing once you start your new job.

So what are you waiting for... get back on that career ladder!

If you're interested in the project or would like further information, please call us on **0800 783 1080** or visit **www.steppingstonesintowork.org**

Great jobs are just a click away...

www.manchester.gov.uk/jobs

