



NARPO  
Rochdale

# Job Vacancies

The job vacancies are provided to us on a daily basis, consequently each day we add vacancies we consider of relevance on to the bulletin.

They are correct when we add them, some may have a rider saying that should the right candidate be identified early they will close the Job Offer.

We do not click on each individual Job Vacancy on the day we circulate them, consequently the odd vacancy may have been filled. I am sorry that some seem to think we should go through the vacancies on the day we circulate them, to identify if any have been filled, but here is a little problem with this.

We are **volunteers**, I say again we are **VOLUNTEERS**, did you get that we are **VOLUNTEERS** and not a one of us is seeking a Job for ourselves. We are trying to help out fellow NARPO members in our own time.

If you are unhappy with what we are offering with this Job Vacancy Bulletin, the answer is really simple, do not click on the link, and sign up with the Job Agencies yourself.

We put this on every Job Bulletin, and G.M.P. now include in within their material as well, but you need to be aware of the following.

**There is a potential personal tax implication for members of the 1987 Police Pension Scheme, who retire and take a pension between the ages of 50 and 54 inclusive and then take up employment as a Police Staff member. Members of the police pension scheme whose age is between 50 and 54 who are re-employed as a Police Staff member have to meet certain conditions to keep their PPA and to protect against personal tax liability charges on any payments paid before the age of 55. One of those conditions is that a break of at least 1 month is required where the re-employment is 'materially different'. However, if the role is not deemed to be 'materially different' then a 6 month break is required.**



## Museum Attendants

Derbyshire Council

Buxton Museum and Art Gallery

As a member of a team of enthusiastic and knowledgeable staff you will welcome over 40,000 visitors to the museum to enjoy its exhibitions and services, and assist many more virtual visitors through social media. You will need to have experience working with the public, ensuring visitors have an enjoyable and safe visit in well displayed galleries. You will assist visitors using equipment in the museum and answer their enquiries, in person and on the phone, e-mail and through social media. You will work in the shop and help to display the exhibitions. You will assist with work with the collections, ensuring the artefacts and the museum are kept safe and secure. You will be familiar with working with computers and using Microsoft Office suite.

[View Full Job Description and Details of how to apply](#)

## Case Management Operational Support Officer

Greater Manchester Police

Oldham

You will work within the PPIU/Case Management Team in a multi-agency setting and provide administrative and research support to the team. The Team will provide a service that significantly contributes to the delivery of early help preventative support and problem solving interventions for adults, children and families, who are subject of safeguarding concerns for example Child abuse, domestic abuse and adult abuse.

The role will assist in providing research and analysis, considering the THR principles ,in order that decisions and actions can be taken on the ongoing needs of adults ,children and families.

[View Full Job Description and Details of how to apply](#)

## Parts Delivery Driver

Arnold Clark

Wigan

As a Parts Van Delivery Driver for Arnold Clark, you will carry out multi-drop deliveries to branches and independent motor traders. As well as driving safely and delivering on time, you'll also be responsible for collecting cash from customers and passing it back to the relevant branches.

The ideal candidate will be physically able to handle some heavy lifting and must be able to work well as part of a team. Some degree of flexibility is also required to occasionally provide holiday cover for other drivers.

[View Full Job Description and Details of how to apply](#)

## Membership Support Officer North

The Royal British Legion

Greater Manchester

The Membership Support Officer (MSO) role provides support to around twenty branches across Greater Manchester and to the County Committee. In addition to administrative and organisational support the MSO works closely with the Area Manager, Greater Manchester County Committee and the MSO for Lancashire to ensure that Membership fulfil their role within the Area strategy and in accordance with the Legion's Membership handbook and policies. This is a varied role which covers a range of duties from meeting arranging and minute taking to organising events and responding to membership queries. The successful candidate will be an effective, diligent multi-tasker with excellent customer service, research and communication skills.

[View Full Job Description and Details of how to apply](#)



## Exam Invigilators

Choice Teachers

Bolton

We are looking for a number of Exam Invigilators to get on our books prior to the Exam season starting in May 2019. The exam work will be on an ad hoc basis Monday - Friday any times between 8.30am - 4.00pm. An exam invigilator is someone who is appointed by the examination board and services for maintaining the proper conduct of a particular examination in accordance with the exam regulations. It is the duty of the exam invigilator to watch the examination candidates to prevent cheating during the examination.

[View Full Job Description and Details of how to apply](#)

## Casual Exam Invigilator

Trafford College Group

Altrincham

Under the guidance of the Exams & Registry Coordinator, you will be responsible for ensuring that examinations are conducted in a fair and proper manner and are fully compliant with awarding body requirements. The role will involve invigilation of individuals and groups of learners undertaking written exams or on-line tests. On occasion this will take the form of being a reader or scribe for an individual.

You will need a Level 2 qualification in Maths and English and good IT and organisational skills.

[View Full Job Description and Details of how to apply](#)

## ASB Officer

Morgan Hunt Group

Lancashire

My client is looking for candidate who has a passion for promoting safer communities as well as supporting victims of ASB, you'll proactively manage a caseload of ASB cases alongside specialist colleagues and external partners. You'll be confident and assertive when taking appropriate enforcement action against perpetrators of ASB and you'll assist colleagues with pre court work in relation to more complex and high level cases. This role would suit someone with a track record in community safety / ASB work in the social housing or local authority sectors, as well as those who have held employment in front line roles with the Police assisting with community safety matters.

[View Full Job Description and Details of how to apply](#)

## Concierge

Hilton Hotels & Resorts

Hilton Manchester Deansgate

What will I be doing?

Be the face of our hotel and ensure a memorable reception experience for Guests

Provide a high level of customer service at all times

[View Full Job Description and Details of how to apply](#)



## Funeral Director

Far & Beyond Funeral Services

Far & Beyond Funeral Services

Duties will consist of, but are not limited to:  
Collecting loved ones from their place of death, Caring for loved ones  
Booking funeral services  
Directing the service on the day  
Helping families create the loving service they expect

[View Full Job Description and Details of how to apply](#)

## Administrative Assistant

INFORMATION COMMISSIONER'S OFFICE

INFORMATION COMMISSIONER'S OFFICE

Provide administrative support for learning and development activities including booking staff onto courses, preparing training materials and setting up training rooms Provide good customer service to all , ICO staff, able to communicate clearly, regularly and at an appropriate level, in writing and over the telephone. Develop and maintain relationships with all internal and external trainers as required; providing information and ensuring processes are completed within stipulated timeframes and compliant with the ICO's policies.

[View Full Job Description and Details of how to apply](#)

## Exam Invigilator

The Education Specialists (TES)

Bury

As an exam invigilator, you will be working within a team of invigilators who will ensure that the exams are carried out on time and that the process of examinations is kept to a high standard. Schools also require individuals with additional skills of reading and scribing for pupils.  
Ensure that students enter the examination hall in the correct manner and have good presentation.  
Make sure that candidates are seated in accordance with the seating plan  
Check that candidates are issued with the correct examination paper

[View Full Job Description and Details of how to apply](#)

## 2x Compliance Officers

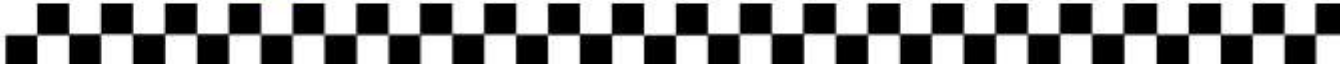
Waves Consultancy Ltd & Waves Car Wash Ltd

North & South of England

The ideal candidate will have experience within the security industry and have an understanding of processes used to monitor and ensure compliance, ideally auditing, however extensive training will be provided. You will be able to illustrate that you can work efficiently and effectively on your own with the ability to adapt where required to support in investigations as and when needed by the Compliance and Security Manager. The role will involve the completion of bespoke in house audits using an iPad whilst in the field to ensure compliance by our franchises. This position offers the right candidate the opportunity to plan their defined monthly work load allowing flexibility to manage their own hours independently.

[View Full Job Description and Details of how to apply](#)





## Administrative Officer

Her Majesty's Courts and Tribunals Service (HMCTS)

Manchester

Administrative Officers are assigned to teams to carry out a variety of general administrative duties to progress cases through the court / tribunal system or provide support to other functions within HMCTS. As an Administrative Officer working in the NCEs, your role will include general administrative duties and will require you to deal with the general public, defendants and outside organisations sometimes dealing with difficult customers and situations. You may also be required to work in a call centre type environment or directly in the handling of cash and certain related functions.

[View Full Job Description and Details of how to apply](#)

## Casual Delivery Driver

Rowlands Pharmacy

Bowmere Hospita

Your overall responsibility will be to arrange and carry out the collection and delivery of prescriptions. The role will involve establishing and developing long term relationships with customers ensuring to always deliver courteous and effective customer service. In this role you will be required to complete administrative records, and ensure that these records are adequately maintained.

[View Full Job Description and Details of how to apply](#)

## Concierge/Valet Driver

Jurys Inn

Manchester

The position of Concierge/Valet at The Midland Hotel has become available. Your main responsibility will be ensuring guest vehicles are parked safely and securely all while providing exceptional customer service. Full clean driving licence is essential.

You will welcome guests to the hotel and assist with their luggage. Maximise customer satisfaction and utilisation of hotel facilities by promoting hotel restaurants, Spa and other services to our customers.

You will keep yourself updated on all local events, sights, restaurants and activities in the city centre to provide our customers with updated information and assistance.

[View Full Job Description and Details of how to apply](#)

## Communication Operator Force Control Room Communications

Cheshire Constabulary

Winsford

The role of a Communications Officer is one of the most rewarding and varied customer service roles you are ever likely to have. This rewarding career offers an opportunity to play a pivotal role in force and join a unique profession where you can really make a difference.

The Force Control Centre will be at the front line of policing, providing that vital link between members of the public and operational Police Officers.

Communications Operators are crucial to the success of Cheshire Constabulary. Providing a first class service to the people of Cheshire, you will be handling both 999 emergency and 101 non-emergency calls that are as diverse as the community Cheshire Constabulary serve.

[View Full Job Description and Details of how to apply](#)



## Membership & Visitor Welcome Assistant x 2

National Trust

Wilmslow

As the largest conservation charity in Europe we work hard to raise funds, so that we can continue to care for all the heritage in our trust. Visitors are a vital part of what we do, so you'll be responsible for ensuring that you provide an excellent service to all our visitors, every day.

You'll be asked to confidently sell membership and gift aid on entry, as well as work to our sales targets. You'll also be responsible for answering queries and making sure visitors can find everything they need for their visit. When interacting with our customers, you'll inform them of the amazing work we are doing and what their money is funding, promoting local projects or our national strategy.

[View Full Job Description and Details of how to apply](#)

## Trade Plate Driver

Gemini Drivers

Manchester

Gemini Drivers is the UK's fastest growing vehicle delivery company. Partnered with some of the largest Dealerships in the UK, we specialise in moving cars between dealership locations or direct to customers across the UK. We are looking for smart individuals who can work on their own or in a team of drivers to fulfil new contracts

[View Full Job Description and Details of how to apply](#)

## Customer Service Agent

Barclays

Manchester

Supporting customers through our inbound and outbound strategies in a fast paced call centre environment. To understand a customers' specific needs and to support those who require tailored solutions due to personal circumstances.

Protecting the reputation of Barclays by getting things right the first time every time. Correctly identify customer complaints to resolve this first time ensuring complaint escalation where appropriate. Correct use of internal systems to ensure that a customer's records are accurately maintained and are up to date. Proactively identify fraudulent accounts, understanding the complexities of bankruptcy, IVA, regulations and laws.

[View Full Job Description and Details of how to apply](#)

## Concierge

Radisson Blu Manchester

Radisson Blu Manchester

Welcomes guests to the hotel,

Maximises customer satisfaction and utilisation of hotel facilities by promoting hotel restaurants and other services to customers,

Keeps self-updated on all local events, sights, restaurants, activities etc., in order to provide customers with updated information, and assistance,

Arranges for special services requested by guests,

[View Full Job Description and Details of how to apply](#)



## Customer Agent

Barclays

Manchester

To understand and identify customer needs in order to tailor solutions, whilst ensuring the right outcome for the customer and the bank at the first point of contact for accounts up to £100,000.00.

Ensure vulnerable customers are identified and supported appropriately.

Understand and listen to customer concerns.

Correctly identify customer complaints to resolve first time ensuring complaint escalation where appropriate.

[View Full Job Description and Details of how to apply](#)

## Community Safety Officer

Blackburn with Darwen Council

Blackburn

The post holder will manage all aspects of reducing anti-social behaviour focusing on early action intervention before enforcement is explored by enforcement agencies and police. This will be in line with the reformed tools and powers under the Anti-social behaviour crime and policing act 2014. This will include co working with Police Community Safety officers, Local Neighbourhood Policing teams, Children's and Adult Social Care, Engage, Neighbourhoods and Transforming Lives Programme - therefore it is essential that you can build good working relationships and are confident working in a multi-agency setting with a diverse range of issues and varying degrees of complexity.

[View Full Job Description and Details of how to apply](#)

## Vehicle Delivery Driver

Platinim Driving Services

Manchester

Platinum Driving Services are looking for trade plate drivers who are self-motivated and able to communicate well with others. Applicants should have a good knowledge of the UK roads and a full UK driving licence with no more than 6 points is essential. All applicants must be 21yrs old or older due to insurances purposes. Daily duties involve collecting and delivering vehicles to various locations throughout the UK. This is a self-employed role where you will be working as a team or by yourself. Working hours are Monday to Friday, with possible early morning starts or late finishes.

[View Full Job Description and Details of how to apply](#)

## Scale 3-Vetting Officer

Cheshire Police

Winsford

Undertake vetting checks in accordance with National Vetting Policy and align enquiries with level of vetting required in order to locate and identify relevant criminal records and intelligence information.

Research, analyse and assess information, judge for relevance and notify supervision of any issues pertaining to potential declines.

Manage, interrogate, maintain and update systems containing sensitive information.

Undertake and interpret searches on newly developed systems namely: PND, Experian (finance) and Open Source Searches (Internet, Facebook etc).

Receive and validate requests for checks, quality assure rejecting those which are unauthorised, incomplete, incorrect or illegible, to ensure compliance with ACPO National Vetting Policy. Contact applicant/ sponsor to progress satisfactory completion of rejects.

[View Full Job Description and Details of how to apply](#)



## Office Concierge

O'Connor Bowden Oxid House Ltd

Manchester

O'Connor Bowden Rebloom are looking to recruit a Concierge Team to work in our luxury residential development in Manchester's Northern Quarter. In this role you will provide a point of contact for all residents and their needs, including VIPs, whilst also working closely with the Building Manager to ensure that the property is run smoothly and in accordance with the operational protocols. The successful candidate will provide all necessary services to the residents as per the instructions of the Building Manager, as well as providing a security presence to the property as a whole. You will communicate efficiently in a courteous, polite and positive manor with all other members of staff, service providers and residents, as well as monitoring health and safety issues and compliance.

[View Full Job Description and Details of how to apply](#)

## Scale 3 / Scale 4-Communication Operator

Cheshire Police

Winsford

To be successful within this role you will need to show empathy and compassion and act with professionalism at all times. You also need to ensure you ask the right questions and listen carefully to the details provided, logging all relevant information quickly and accurately whilst making effective decisions. The ability to manage competing priorities to ensure successful delivery in meeting customer demand and providing exceptional customer service.

The ability to recognise and record crime at the first point of contact in-line with NCRS.

[View Full Job Description and Details of how to apply](#)

## Blood Production Assistant (Healthcare Technical Officer)

NHS Blood and Transplant (NHSBT)

Manchester

Working as part of the processing team you will be responsible for the manufacturing of all blood that comes in from donors. This is a vital part of the organisation, as this is where we make the blood products that go on to save people lives.

Join us and you'll handle a wide range of tasks, including the processing of blood donations, using a variety of specialised laboratory equipment. We'll also look to you to keep our computerised production records up-to-date and to make sure that any incoming blood supplies are properly received and accounted for.

[View Full Job Description and Details of how to apply](#)

## Assistant Warden

RSPB

Greater Manchester

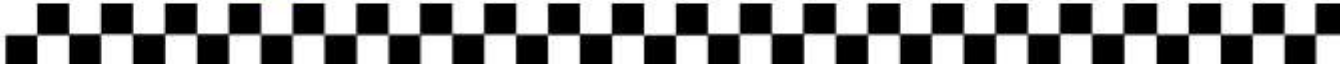
Would you like to join an award winning and close-knit team of habitat restoration practitioners and office and visitor engagement staff?

Would you like to help deliver blanket bog and moorland edge habitat restoration on a landscape scale in England's oldest National Park?

Dove Stone is dominated by plateau blanket bog, with important associated moorland edge habitats. The team are internationally award winning blanket bog restoration practitioners with a wealth of knowledge and skill. We deliver a significant proportion of our restoration works in house, using staff and our fantastic team of skilled and dedicated volunteers. We are looking for someone who is innovative, reliable, hard working, a great team player and people person, and who definitely doesn't mind the mud and the rain.

[View Full Job Description and Details of how to apply](#)





## **NaBIS Ballistics Technician Grade E**

Greater Manchester Police

Bradford Park Complex

The successful candidate will be able to demonstrate that they can effectively meet demanding deadlines and performance targets whilst remaining flexible and responsive to changing operational circumstances. They will be able to demonstrate that they have good planning and organisation skills, as well as effective IT and written and verbal communication skills.

[View Full Job Description and Details of how to apply](#)

## **Visitor Welcome Assistant**

National Trust

Wilmslow

What it's like to work here: This former cotton mill was built in 1784 and is one of Britain's greatest industrial heritage sites. The busy estate hosts many schools programmes and events, which help bring Quarry Bank's fascinating story to life. New areas of the estate will shortly open to the public, creating additional project-based roles. This is an exciting opportunity to work in a fast growing location and the team pride themselves on being dynamic, highly motivated and passionate people.

What you'll be doing: Visitors are a vital part of what we do. As the Visitor Welcome Assistant it's your role to ensure that the welcome our visitors receive is perfect, setting them up for an amazing experience for the rest of the day.

[View Full Job Description and Details of how to apply](#)

## **Business Security Intelligence Collator - Business Administrator**

Ministry of Justice

Wilmslow

Collate, process and allocate intelligence-associated documentation including Security Information Report (SIRs) for investigation

Sending mobile phones, SIM cards and hardware discs (along with related documentation) to National Dogs Tactical Support Group (NDTSG), logging the information extracted beforehand

Assist the Intelligence Analyst by extracting and matching Security files with SIRs • Carry out back-ups for the Security Intelligence System, download data for the SIRs register to the National Intelligence Unit and perform data back-ups for the National Prisoner Information Number (PIN) Phone System

Collate and distribute monthly targets for searching and mandatory drug tests to all residential units

[View Full Job Description and Details of how to apply](#)

## **Admin Support Officer**

The Christie Hospital NHS Foundation Trust

Manchester

We are looking for an Admin Support Officer to join the Pharmacy Team. The role involves working closely with The Superintendent Pharmacist and Management Team to provide day to day clerical support. :

[View Full Job Description and Details of how to apply](#)



## Housing Officer

Langley House Trust

Middleton

Langley House Trust is an innovative Christian charity that provides specialist housing, programmes and support services in the community for offenders seeking to live crime-free lives. As a **Housing Officer**, you are responsible for ensuring compliance with the Trust policies, processes, procedures and stakeholder contracts, by liaising with staff, external agencies and partners; ensuring that all properties within the allocated portfolio are safe, habitable, fit for purpose and fully equipped in accordance with the Trust policies and the terms of the tenancy agreement with the relevant landlords.

[View Full Job Description and Details of how to apply](#)

## Driver

Co-op Funeralcare and Life Planning

Salford

You'll have an important role to play in delivering the very best service for our clients, supporting people in your community when they need it the most. We don't expect you to have any particular experience, just the right passion to join a business which puts people right at the heart of its strategy. And of course we'll need you to have a full UK manual driving license. And in return we can offer you competitive holidays, a pension with up to 10% contribution and access to benefits including discounts and wellbeing support.

As a part time ceremonial driver with us you'll drive a limo or hearse on the day of the funeral, and possibly help to bear the coffin of a client's loved one. But this job's about more than just driving. You'll have to think and plan ahead, read situations and respond appropriately- using all your skills to make the day as easy as possible for our clients.

[View Full Job Description and Details of how to apply](#)

## Surveillance Planner, CTPNW

GMP - Counter Terrorism Policing North West

Manchester

You will be required to provide both background and live time support to the operational CTPNW surveillance teams to ensure timely delivery of all aspects of surveillance. You will assist and advise investigating officers regards the intelligence dividend which can be gained from intelligence led surveillance. You will plan and update operational orders and deliver briefings to CTPNW surveillance officers and teams from across the national network. You will assist in the process of gathering and disseminating intelligence/evidence obtained during covert counter terrorism operations.

[View Full Job Description and Details of how to apply](#)

## Temp. Trainer (Computer & Specialist Training Unit (CSTU)

Greater Manchester Police

Sedgley Park Training Centre

You will be responsible for the creation, amendment and delivery of a variety of Computer training courses including Custody & identification, Local Computer Systems, Police National Computer, ViSOR and Public Protection and Airwave Radio. The training will include policy and procedure, data protection and IT security associated with using GMP Systems. An excellent communicator at all levels, you must be able to deliver training in a classroom environment, assess performance and provide effective and constructive feedback. You will be capable of planning and administrating training courses and documenting the progress of delegates.

[View Full Job Description and Details of how to apply](#)



## Intelligence Analyst

Greater Manchester Police

Various

This post provides an excellent opportunity for an analytically minded person to be part of an enthralling and rewarding working environment. Working as part of the intelligence function, you will focus on analysing a variety of topics utilising mainstream NIM analytical skills and techniques to produce strategic, tactical and operational analysis. The successful candidate will provide an efficient and effective analytical service, and should have experience of working in a similar analytical environment, having the ability to collate, evaluate, structure and process data to identify patterns and trends.

[View Full Job Description and Details of how to apply](#)

## Vetting Administrator Assistant

Lancashire Constabulary

Hutton Headquarters

Lancashire Constabulary's Vetting Unit is seeking a Vetting Administration Assistant to be based at Hutton Headquarters. The site is accessible by public transport and there is also free unlimited car parking on site. The purpose of this role is to provide an effective and efficient administrative support service to the Vetting Unit.

[View Full Job Description and Details of how to apply](#)

## Casual Funeral Service Operative

Lawrence Funeral Service

Halifax

ensure consistent delivery of the highest levels of client service and provision of all aspects of 'Helping our Clients Every Step of the Way'  
drive company vehicles on the funeral according to company standards and guidelines  
assist in loading and unloading coffins from the hearse and to carry coffins with all due care and dignity  
maintain excellent standards of vehicle cleanliness and operating efficiency at all times  
bring the deceased into our care during office hours and out of hours adhering to company standards and guidelines  
comply with company identification procedures

[View Full Job Description and Details of how to apply](#)

## Exam Invigilators

Colne Valley High School

Huddersfield

We are looking to recruit exam invigilators for Colne Valley High School, part of the MFG Academies Trust, for our busy exam periods and also for any internal exams we have which occur throughout the academic year. These roles are offered on a casual basis and, if appointed, you will be joining a bank of invigilators who support our Exams Officer.

This is an important role, essential to maintaining the smooth running of our examination process. In addition to ensuring that correct exam procedures are followed, successful applicants will be

[View Full Job Description and Details of how to apply](#)



## **Admin Assistant**

Greater Manchester Police

Force Headquarters - Central Park

We are looking for someone who can provide an efficient and effective general administrative support and undertaking a wide range of administrative tasks.

You will work as part of a group of Administrative Assistants to provide maximum flexibility of staffing resources between the various task areas, you will carry out duties relevant to the post including checking, recording and inputting information and associated filing.

[View Full Job Description and Details of how to apply](#)

## **Database Manager**

Lancashire Constabulary

Hutton Headquarters

The purpose of this role is to manage, support and maintain force database systems, in consultation with other ICT Departmental Managers, providing advice and guidance as appropriate.

[View Full Job Description and Details of how to apply](#)

## **Experienced Investigative Officers**

RSR Police

Kirklees, Calderdale & Bradford

RSR Police are currently recruiting for Investigative Officers to work on a temporary contract based in Kirklees, Calderdale and Bradford. The Investigative Officers will be required to undertake directed enquiries and provide support in relation to serious and major crime investigations.

Main duties and responsibilities

Conduct interviews with suspects, witnesses and victims using PEACE/PACE interview methods and provide accurate written statements for court proceedings.

To perform the role of exhibits officer as required, ensuring integrity, safe storage and recording of all exhibits relating to investigation utilising the appropriate system.

To act as a victim and witness liaison officer providing support to victims and assisting to obtain forensic samples in a form suitable for court proceedings.

[View Full Job Description and Details of how to apply](#)

## **Holmes Action Manager**

RSR Police

Ashton Under Lyne

RSR Police are currently recruiting for an HOLMES Action Manager to work on a 6 month ongoing contract based in Ashton Under Lyne.

To manage the allocation, investigation, completion and submission of M.I.R. documentation in accordance with the roles of action manager and receiver as detailed in MIRSAP.

To read, assess and process M.I.R. documentation in accordance with the role of Document Receiver and Document Reader as detailed in MIRSAP.

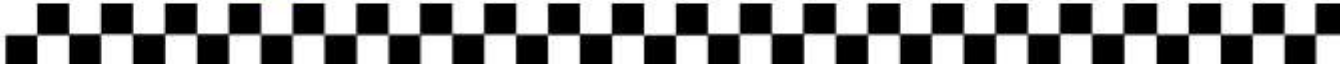
Allocate staff to investigate serious incidents.

Conduct enquiries into serious crime or crime related matters.

Ensuring that all exhibits are stored safely and correctly.

[View Full Job Description and Details of how to apply](#)





## Researcher

West Yorkshire Police

Various locations across West Yorkshire

We are looking to recruit three Researchers to join Protective Services Crime based at various locations across West Yorkshire.

We need you to be highly motivated and provide an efficient and concise research capability to meet the needs of Force/ District/Department.

This will include identifying and using the most appropriate systems, products and techniques to support operational staff and enable management to make informed operational decisions on a live-time basis.

This opportunity would suit a candidate with proven experience gained within an intelligence environment and/or experience of research, as well as a good working knowledge of computerised databases.

[View Full Job Description and Details of how to apply](#)

## ASB Officer

Morgan Hunt Group

Lancashire

My client is looking for candidate who has a passion for promoting safer communities as well as supporting victims of ASB, you'll proactively manage a caseload of ASB cases alongside specialist colleagues and external partners.

You'll be confident and assertive when taking appropriate enforcement action against perpetrators of ASB and you'll assist colleagues with pre court work in relation to more complex and high level cases.

This role would suit someone with a track record in community safety / ASB work in the social housing or local authority sectors, as well as those who have held employment in front line roles with the Police assisting with community safety matters.

[View Full Job Description and Details of how to apply](#)

## Library Assistant

Oldham Council

Oldham

To provide a high quality, customer focused library and information service, which delivers resources, events and activities

To deliver excellent customer service at all times to all sections of the community.

To ensure stock and routine tasks - including issuing, returning, reserving, repair, maintenance withdrawal, shelving, revision and financial procedures - are carried out to a high standard

To respond to customer enquiries by providing accurate high-quality information, including the provision of Council Information, Tourist Information, business information, health information, local and community information

[View Full Job Description and Details of how to apply](#)

## Membership Assistant

Wildlife Trust

Main Street , Middleton, Derbyshire

We are looking for an organised individual with excellent customer service skills and great attention to detail to assist with membership administration and support in our dynamic Business Development Team.

- Data entry of membership details onto the Trust's membership database, collation and distribution of new member packs and dealing with all other general administration relating to membership matters.
- Responsibility for the financial administration of members to include mailings, renewal letters, monitoring subscription payments, direct debit and gift aid administration.

[View Full Job Description and Details of how to apply](#)



## MAPPA Administrator

HMPPS

Manchester

The jobholder will provide administrative support within a multi-agency setting in line with National MAPPA Guidance. The jobholder will also ensure that staff are supported through efficient processes and administration systems are maintained within specified timescales in order to promote the achievement of Strategic Management Board (SMB) objectives.

To act as a point of contact for MAPPA within the area for the Responsible Authority agencies and the 'Duty to Co-operate' Agencies as delegated by the MAPPA Coordinator

In line with NPS policies and procedures, the post holder must at all times demonstrate a commitment to equality and inclusion and an understanding of their relevance to the work they do.

[View Full Job Description and Details of how to apply](#)

## Funeral Director/ Funeral Operative

P Loftus & Son Ltd

Manchester

P Loftus & Son Ltd is seeking to employ a Full Time Funeral Director/ Funeral Operative. The successful candidate for this role will have strong interpersonal and communication skills, and be able to work alone or as part of the team to provide and deliver our high standards of service. The candidate will be expected to have a smart appearance at all times. The Job involves assisting with all aspects of Funeral Work, including preparation of vehicles, preparation and removal of the deceased and carrying out ceremonial duties. The candidate will be required to take part in the out of hours on call rota.

[View Full Job Description and Details of how to apply](#)

## Exam Invigilator

3Lance Recruitment

Rochdale

Successful applicants will need to be vigilante and ensure that:

The correct exam procedures are followed

The exam hall/room is set up and collect equipment/exam papers etc. at the end of the exam

Students are not talking or conferring

Students are not cheating

Students have enough paper and stationery

Assistant students if need to leave the exam due to illness

[View Full Job Description and Details of how to apply](#)

## Registration Officer

Lancashire County Council

Burnley

Assist with the management of a statutory registration service on behalf of the service

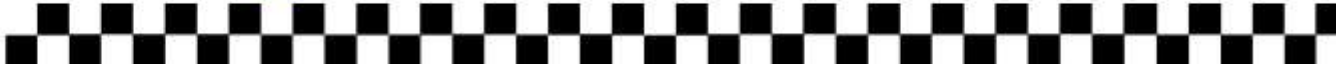
Deliver a prompt and professional registration and ceremonies service in the area and across the County as a whole

To provide management support to the team in the absence of the local area manager

Register births, still births, deaths, marriages and civil partnerships, carry out all related duties and responsibilities in compliance with the Registration Acts.

Deputise for the Local Area Manager as required to manage staff, diaries and rotas including any necessary administrative duties to ensure the effective management of work within the office

[View Full Job Description and Details of how to apply](#)



## Team Manager - Civil Investigations

INFORMATION COMMISSIONER'S OFFICE

Wilmslow

You will plan, develop and implement investigative strategies in conjunction with the group manager and lead investigating officer, working to agreed timescales and collaborating with internal and external stakeholders including in legal, policy and technology areas. You will be representing the ICO in a variety of fora, contributing to maintaining public confidence in our regulatory function. Whilst you will be based at the ICO's Wilmslow office, some travel will be required.

[View Full Job Description and Details of how to apply](#)

## Anti-Social Behaviour Officer Opportunities

Stockport Homes

Stockport

You will work in close collaboration with both internal and external partners to ensure that the work of the ASB service compliments the work of the Safer Stockport Partnership, is delivered in line with ASB Strategy and operates on a value for money basis, delivering positive outcomes in neighbourhoods and contributing towards corporate aims.

Capable of applying all the legislative tools available to social housing providers to tackle ASB and with experience of working within court procedures and legal processes and instructing solicitors and barristers, you must be able to think creatively and apply innovative approaches to resolving ASB.

[View Full Job Description and Details of how to apply](#)

## Concierge/Valet Parking

Manchester Residential Management Ltd

Manchester

We have the opportunity for an enthusiastic, reliable concierge to assist with the smooth running of a luxury residential development providing the highest level of service and giving residents the support they need.

Key duties will include:

manning the reception and building security

carrying out valet parking duties

dealing with visiting contractors and assisting with resident enquiries

[View Full Job Description and Details of how to apply](#)

## Volunteer Police Cadet Team Leader

Greater Manchester Police

Oldham

Do you want to develop yourself to lead and inspire young people as Volunteer Police Cadets ? Would you like to develop your volunteering skills?

We are looking for people who have the skills to support the VPC programme in delivering the corporate training programme to our Cadets aged 13-18 years as well as support the administration of relevant Safeguarding and Risk Assessments and monitor compliance against guidelines and commitment to attend Cadet group once a week

[View Full Job Description and Details of how to apply](#)