



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.

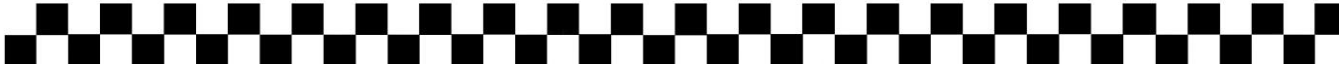
We do not click on each individual Job Vacancy on the day we circulate them, consequently the odd vacancy may have been filled. I am sorry that some seem to think we should go through the vacancies on the day we circulate them, to identify if any have been filled, but here is a little problem with this.

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.



Police Staff: Helpdesk Officer

Cheshire Constabulary

Macclesfield

Cheshire Police are looking to recruit a full-time Helpdesk Officer to work at the Helpdesk based at Macclesfield Police Station Helpdesk Officers are the first point of contact for the public attending a Police Station and are expected to respond to the public's requests, managing expectations and reassuring them that we are here for them when needed most. Helpdesk Officers undertake a variety of challenging roles including but not restricted to recording incidents, crime recording, releasing of vehicles seized for no insurance and the registration of sex offenders.

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

Police Staff: Digital Media Officer

Cheshire Constabulary

Winsford

Support the development and use of our digital and social media channels so that news, editorial and campaign activities reach the right audiences in the most effective and impactful way.

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

Police Staff: Firearms and Explosives Enquiry Officer

Cheshire Constabulary

Winsford

To conduct all enquires in relation to the grant, renewal and continued holding of all certificates, authorities, licences and permits, regulating the lawful possession of or trade in firearms and explosives. To ensure that as far as practicable no danger to public safety or to the peace is allowed to exist as a result of that possession or trade.

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

Investigative Assistant (Sensitive Disclosure)

Greater Manchester Police

Manchester

The Serious Crime Division is seeking applications for Investigative Assistant (Sensitive Disclosure). The successful candidate will manage the sensitive disclosure process associated with investigations into serious and complex investigations. Alongside managing sensitive intelligence from a range of agencies and identifying relevant disclosures under CPIA.

As well as conducting complex investigations, they will establish and develop relationships with CPS, Counsel and other partners to provide the best level of service when managing complex issues.

This role involves duties such as researching, recording, checking, inputting and retrieving information from a variety of paper and computer based systems. To make a success of this role you will need to be able to produce written work to a high standard, both accurately and concisely.

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



Human Tissue Management Assistant

Greater Manchester Police

Manchester

The successful candidate will provide support and guidance to investigating officers in respect of retention and disposal of samples under the Human Tissue Act legislation. They will conduct research to identify the current status of investigations and to establish location of samples held by using a wide variety of GMP systems alongside monitoring review dates and working to deadlines. They will work in partnership with other agencies for example HM Coroner's office, ROH mortuary manager, RM Children hospital HTA SPOC, H.O. etc

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

Coronial Manager

Greater Manchester Police

Manchester

In this role you will lead the Force Coronial Unit, based within the Major Incident Team (MIT), Serious Crime Division. You will act as a senior leader to the four Police Coroner's Officers hubs, each co-located with the four Greater Manchester Coroners at different sites across the Force area. You will be responsible for the day to day management of the hub operating model, with line management responsibility for the four Senior Police Coroner's Officers, as well as acting as senior liaison with each Coroner.

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

Crematorium Assistant

Westerleigh Group

Howe Bridge, Manchester

This is a varied role and will involve many aspects of site operations; office administration, liaising with Funeral Directors and members of the clergy, overseeing services in the chapel and operating the cremator when required. As such we are seeking a highly flexible, well-motivated self-starter who possesses excellent communication skills and a commitment to providing the highest level of service to the bereaved.

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

Patient Driver

SpaMedica

Manchester

SpaMedica are looking for a Patient Driver to join our team transporting patients within the Manchester area.

Liaise with appointments team for patient's movement

Call patients to arrange transport requirements

Collect and return patients from home or medical centers

Assist patients with poor mobility on and off the transport

Wheelchair patients in and out of the transport and in and out of home/premises

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



Driver - Driving On Collections

Royal Mail Group

Stockport

Delivering mail and parcels to houses and businesses within a set area. You'll be the face of Royal Mail in your local community, and work flexible hours to deliver the outstanding levels of service our customers have come to expect. Much of your day will be spent driving and collecting mail from post-boxes, post offices and business customers at prearranged times. You'll be given a hand-held computer device to capture customer signatures for deliveries. You will take the mail to processing centres where it will be prepared for the next stage in its journey; you will unload and sort your mailbags, ensuring they get to the right operating lines, supporting the Mail Centre to process efficiently.

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

Team Manager, Records Management

Information Commissioner's Office

Wilmslow

This role is to lead the Information Management Team (IMT). It is a small, collegiate and dedicated team who support colleagues and systems across our business. We ensure we manage our information in a way which enables innovation, ensures compliance with our obligations and maximises business benefit.

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

Lead Investigators

RSR Police

Warrington

Lead independent investigations including criminal and misconduct allegations in accordance with agreed guidelines

Conduct investigations within agreed timescales, budget and quality standards

Draft and agree Terms of Reference for allocated investigations

Undertake investigative actions, including interviewing and taking statements, preparing case files and making recommendations for criminal and / or disciplinary action

Taking part in criminal, misconduct and inquest proceedings where necessary

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

Investigators

RGI Solutions

Cheadle Hulme

We are continuing looking to add to our team of self-employed investigators and are seeking to recruit retired police officers with over 10 years police service or people with a proven investigative background in the motor theft / accident claims industry with a minimum of 3 years' experience.

As we work in a sensitive environment we are looking for people with a keen eye for detail, who will have an unbiased ethical approach to help us to treat those we deal with fairly and secure good customer outcomes.

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



Investigator required for a Specialist Team

RSR Police

Preston

To plan, prepare and be involved in the execution of operations.

Interview witnesses and take statements as part of investigations in line with Achieving Best Evidence Guidelines. Interview people suspected of committing offences and conduct process procedures in line with PACE and relevant policy and procedure.

Use internal IT systems to research and maintain records regarding individuals and investigations and complete comprehensive investigation reports and case files.

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

Casual Exam Invigilators

Rayner Stephens High

Tameside

The successful applicant(s) will assist in admitting candidates to the examination room in a quiet and orderly way. They will assist with the handing out and collection of examination materials and will be constantly vigilant when an examination is running, ensuring that the conduct of the exam takes place within the stipulated guidelines.

You may also be required to support individual pupils during their examinations either by scribing/reading or both, as required. Full training and support will be given to successful candidates. They will report any problems to the Examinations Officer.

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

Police Staff: Helpdesk Officer

Cheshire Constabulary

Macclesfield

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Helpdesk Officers are the first point of contact for the public attending a Police Station and are expected to respond to the public's requests, managing expectations and reassuring them that we are here for them when needed most.

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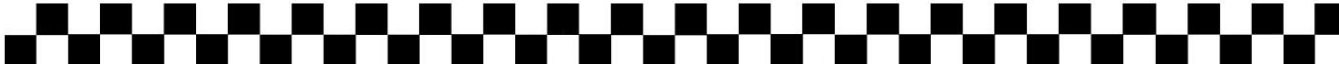
Intelligence Analyst

Home Office

Manchester, North West

Identify a range of relevant and credible information sources and recognise the need to collect new data when necessary from internal and external sources. Ensure the use and development of analytical skills, tools and methodologies to enable sound judgments and recommendations in the provision of high quality, customer focused products that inform management decisions; Identify, interpret and evaluate all relevant data, information and intelligence to highlight current and future risks and threats through the delivery of intelligence assessments to an agreed standard;

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



Custody Detention Officer

Lancashire Constabulary

Lancashire

Lancashire Constabulary is looking to recruit numerous Custody Detention Officers (CDOs), based across the county, as a CDO you will be responsible for assisting in the secure detention, care and welfare of detained persons and their property, in accordance with the powers as detailed in the Police Reform Act 2002, ensuring compliance with the provisions of the Police and Criminal Evidence Act 1984.

Successful candidates will be expected to travel countywide, therefore a full driving licence is essential. CDOs are also required to work a variety of shifts which include day and night shifts, weekends and bank holidays.

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

Crematorium Assistant

Westerleigh Group

Atherton

We are looking for a hands on, highly motivated Administrator with impeccable attention to detail and capable of delivering outstanding customer service to join our dedicated team on a part time basis. The hours will be 20 hours per week to be worked over 5 days, including Saturday working.

This is a varied role and will involve many aspects of site operations; office administration, liaising with Funeral Directors and members of the clergy, overseeing services in the chapel and operating the cremator when required. As such we are seeking a highly flexible, well-motivated self-starter who possesses excellent communication skills

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

Delivery Driver

Rowlands Pharmacy

Accrington

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](#)

Divisional Hub Administration Officer

NPS

Manchester

The purpose of the role is to support the delivery of divisional administrative functions to ensure efficient and effective business support services are provided to the NPS Division. Duties will include:

Production of documents and reports using computer based systems

Maintenance of and contributing to the continuous improvement of administrative systems, processes and workflows to meet Divisional requirements.

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



Customer Service Representative

Natwest

Manchester

Whether it's carrying out day-to-day banking transactions, like paying bills or transferring funds abroad, or offering our customers products and services that are right for them, you'll be there to help. You'll be there to provide an end to end service to our customers, supporting them every step of the way. You'll take full ownership of your calls, solving customers' problems and providing excellent service. You'll be following up with customers, so being able to build strong relationships will be key.

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

Coroners Team Operatives

Kane Funeral Services

Manchester

The successful applicant will be required to drive a company private ambulance collecting persons who have passed away from the place of death and transporting them to mortuary's in Greater Manchester. All handling equipment is provided and restocked daily.

You will be working in pairs, with a mobile phone, and are required to attend a call promptly; within 90 minutes.

A good working knowledge of the Manchester postcode is essential.

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

Driver - Part time

Co-Operative Funeral Service

Salford

We're looking for part time drivers to join the team at Co-op Funeralcare. 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.

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

Field Interviewer

Office for National Statistics

Stockport

Have you got the qualities that we are looking for?

- Are you outgoing and confident?
- Are you independent and like managing your own work?
- Do you enjoy meeting and talking to people?
- Are you interested in finding out about people's lives?
- Are you a good listener as well as a good communicator?

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



Casual Exam Invigilators

Trafford College Group

Altrincham

Under the guidance of the Student Records, Admissions and Exams Manager and the Accreditation Administrator, you will ensure that the examinations are conducted in a fair and proper manner and fully compliant with Joint Council of Qualifications (JCQ) / other specific awarding organisation 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.

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

Counter Fraud and Investigations Manager

Eden Brown Synergy

Manchester

You will manage and lead the investigation of complex fraud and financial irregularity allegations against Pre 16 education providers (Academies) or Post 16 education providers (Further Education Colleges & Independent Training Providers).

Respond in a systematic manner to allegations ensuring detailed investigations are conducted.

Work closely with external stakeholders such as the police, Insolvency Service and Charities Commission.

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

Examinations Invigilator

Search

Manchester

Based centrally in Manchester, with excellent access to public transport and with multiple car park options nearby, this would suit someone open to short term temporary work to take them through January

Ensuring test papers are correct

Giving out and collecting paper

Monitoring the exams

General supervision and assistance

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

Property Officer

Cheshire Constabulary

Winsford

The role is to efficiently manage the storage, movement and disposal of all property coming into the possession of the Police Area.

The storage and safe custody of all property, including pedal cycles, catered for within the property system in the Division

Manage the receipt of all property and cards for all sections within the Division in accordance with Force General Orders Maintain an efficient system to deal with all lost and found property issues in the Division, together with items of prisoner's property as directed

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



Operational Support Officer

Sodexo

Manchester

The role of an OSO is fundamental in the running of the prison. OSO's are essential to the smooth, efficient and effective management of the prison and support colleagues and visitors across all aspects of the site.

I can demonstrate that I have the interpersonal and communication skills to work with a number of people from diverse backgrounds and experiences and I will on occasion be required to deal with confrontation in a professional and appropriate manner.

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

Funeral Service Administrator/Arranger

Middleton and Wood

Higher Ince

We are currently looking for a smart and dignified individual to join our dedicated team.

Duties to include administration, general office duties and arranging funerals.

I.T. Skills are essential

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

Communities Officer

Trafford Council

Trafford

Communities Officers have a lead role in developing community action, supporting residents, businesses and community groups to deliver a wide-range of projects. They facilitate community engagement, bringing local people together with public sector agencies and businesses to work collaboratively, share resources and build positive relationships. Communities Officers sit at the heart of new approaches to public service delivery, place-based working and asset-based community development.

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

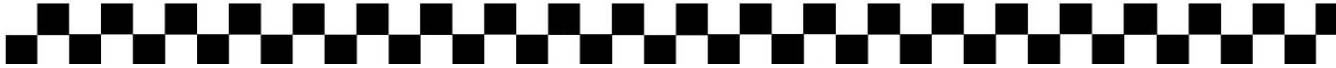
Trainee Driving Instructor

Staff Skills Academy

Huddersfield

We have been helping people steer their career in the right direction and realise their potential of becoming a driving instructor for over 20 years. Here at RED we don't simply rely on our heritage; we concentrate on delivering high quality training and great support every step of the way. We have trained more than 10,000 ADIs and we really understand what it takes to succeed in this role. We are now actively searching for new instructors across the UK to join our thriving team.

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



Emergency Mobile Responder

Eldercare (UK) Ltd

Rochdale

We are looking for staff to become part of a team responding to emergency calls made by clients living in their own homes and also some sheltered housing schemes covering Rochdale/North Manchester postcode areas. You will also conduct some morning routine visits/relief duties. Full training will be given including moving and handling using specialist equipment. More important is that you have a caring and compassionate nature and you are totally reliable to provide help and assistance to our elderly and vulnerable clients.

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

Temporary, Part time- Property Admin Assistant

Greater Manchester Police

Leigh

The property management team have a responsibility to the force for the effective, efficient and economic handling of seized and found property whilst ensuring that Force Property Policy is maintained and followed. The main tool of Property Management is the KIM Property Management System which is used by officers to log all seized/found/lost property. This system is owned and provided by KIM Software Solutions and is commonly known as KIM.

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

Victim Identification Officer

Greater Manchester Police

Manchester

Internet based sexual exploitation and abuse of children, including the possession, making and distribution of indecent images of children, and online grooming of children inciting or causing them to perform or watch sexual acts, or supply indecent images of themselves. The Unit handles larger and/or high risk investigations of this type which may involve the resolution of identities of hundreds of potential victims and offenders on a world-wide scale. Serious and complex sexual offences, including historic sexual abuse, multi-victim and multi-offender rape and sexual offences which are sensitive by their nature or by the nature of the persons involved.

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

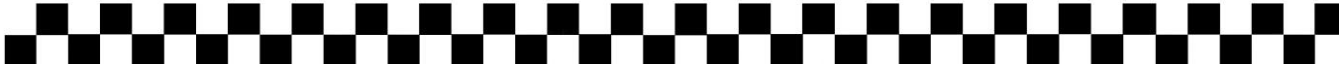
Restorative Justice Practitioner

Remedi Restorative Services

Various

The role of a restorative practitioner involves a significant amount of contact with people affected by and involved in crime. This contact is usually initiated over the phone and includes individuals who may be the victim or perpetrator of all crime types. Your role will involve supporting individuals in the community and in prisons to assess suitability for involvement in restorative justice. Your role is then to facilitate safe communication between individuals and groups of people through face to face meetings, ensuring risk assessing takes place throughout the whole process and final meeting.

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



Exam Invigilator

Learning Resource Network

Manchester

Invigilators must complete documentation in an organised, clear, concise and appropriate manner. Key responsibilities include checking the exam environment before, during and after a session, including efficient and proper management of post exam duties, checking exam papers remain in the hall, supervising ID checks and monitoring the behaviour of candidates during the exam. LRN is seeking experienced Invigilators who are (a) familiar with operating within an awarding environment including carrying out numerous invigilation exercises,

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

Customer Service Representative

RBS

Manchester

You'll be the first point of support for our NatWest, Royal Bank of Scotland and Ulster Bank customers in one of our telephony banking teams

This is your chance to help us make banking simpler, more responsive and personal

You'll match your amazing customer service with your motivation to develop and succeed with us, and we'll offer you many career development opportunities

We'll support your personal development with training to achieve the industry recognised Professional Banker Certificate within the first two years

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

Sample Collection Officer

Anglia DNA Services

Manchester

We are a leading UK DNA, Drug & Alcohol testing Laboratory with vacancies for self-employed sample collection technicians (Hair, Saliva & Blood).

Excellent attention to detail and an eye for accuracy

Full driving licence with access to a legal and roadworthy vehicle insured for business use

Sound knowledge of MS office packages in particular outlook

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

Records Assistant

Guinness Partnership

Oldham

Reporting to the Information Governance Privacy Officer, you'll support the Information Governance function by providing advice and guidance to colleagues on the retention and disposal of paper records.

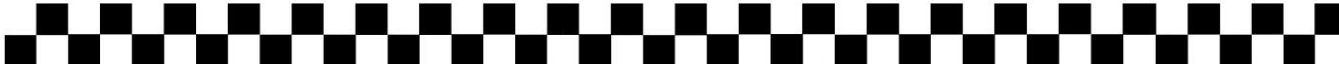
Your Key Responsibilities will include:

Providing assistance to functions across Guinness to minimise paper records kept on site.

Assisting functions to identify what information needs to be retained, destroyed or archived.

Undertaking activities to manage and maintain paper records that need to be retained.

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



Field Monitoring Office

Capita Plc

Greater Manchester

FEMALE ONLY APPLICANTS CONSIDERED

Our Field Monitoring Officer role involves going into the homes of those on curfew, whether that's alone or alongside a colleague. Then it'll be your responsibility to install, calibrate and decommission monitoring equipment, so that the person on curfew can be detected within the boundaries of their property. You'll check and clean equipment when it's issued and on collection, and quarantine any equipment which needs to be held for evidence. Responding to priority visits, you'll be there to address any incidents and liaise with the central office over any issues or subject breaches.

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

Funeral Arranger

Co-op Funeralcare

Sale

welcome and understand client needs; providing expert guidance and advising on the best services to meet their needs
be a supportive figure for clients and their families, answering any queries they have and making sure relevant colleagues are made aware of clients' needs
book appointments with the funeral director for the arrangement of funerals, taking details from clients and providing a thorough handover to the funeral director

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

Customer Delivery Driver

ASDA

Oldham

Join our growing delivery team, and you'll be the face of Asda for our home shopping customers. You're in the driving seat, spending your day greeting our customers and delivering their shopping on-time with lots of Asda personality.
When you're not on the road, you'll make sure your van is clean and fit for the next delivery (don't worry, you don't need to be an expert mechanic - we'll give you all the training you need) and when we're really busy, you'll be asked to help your in-store team, picking and packing online orders.

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

Exam Invigilator

Essa Academy

Bolton

We are looking for committed and hard working individuals to join our bank of Casual Exam Invigilators. Invigilators work during exam periods and help to ensure that all exams in the Academy are carried out in accordance with required guidelines as issued by the relevant Examining Board and Principal. The posts are casual, which means you will be offered work in accordance with requirements during exam periods, sometimes at short notice. For more information please see the Information pack which can be found under the vacancies section at essaacademy.org

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