



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.



## DRIVING INSTRUCTORS

Get Driving Today

Bury

Get Driving Today already cover Bury and Bolton. This multi award winning driving school are looking to add another driving instructor to cover the demand.

Fully managed diary

Full back office support (leaving you to teach without the admin).

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

## Independent Victim Advocate

Victim Support

Rochdale

Victim Support is looking for an Independent Victim Advocate to be based in Rochdale but to work across Greater Manchester, supporting victims of crime.

The main duties of this post holder are to undertake effective need and risk assessments of the victim and circumstances: assessing individual level of need, possible options for support or identifying suitable additional services through other agencies and to agree an individual victim cope and recovery plan to address individual need.

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

## Customer Service Adviser

Santander

Altrincham

Making our customers feel like they're dealing with a person - not a bank

Acting as a first point of contact, offering a personal service, supported by a range of great products

Building relationships with our customer, to find solutions that are right for them

Developing your knowledge of our products, and the overall market, to provide authoritative advice and insight to customers and colleagues

Identifying ways to improve our customer journey, and using your initiative to suggest effective solutions

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

## Collision Investigator ISO Technical Lead

Cheshire Constabulary

Winsford

Produce standard operating procedures which comply with ISO17020 and FSR code of practice and conduct including the validation and verification of equipment and processes.

To represent Cheshire Police in the Regional Validation Group and feed into the National FCI Validation Group, ensuring all validated methods are verified for use within Cheshire Constabulary.

Responsible for conducting both management and technical audits in line with an annual auditing schedule produced by the Quality Team; compliant with the Regulator's Codes and ISO 17020.

Adopt responsibility for security and retention of data in consultation with the Heads of Information & Technology (IT) and Information Standards & Compliance (IS&C).

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



## Independent Victim Advocate

Victim Support

Bury

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

## Forensic Administrator

Cheshire Constabulary

Winsford

Receive, record, place into appropriate storage and return, all forensic exhibits maintaining a full audit trail for all property movements and transactions. Ensure exhibit packaging is quality assured in accordance with Force processes, raising any issues as required.

Input, update, interrogate and manage all Forensic data on force systems in an accurate manner to ensure the accuracy of records.

Review fingerprint Streamlined Forensic Reports and search the Force crime reporting system in order to identify suspects, completing a case strategy form when required.

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

## Concierge - Guest Services Assistant

ValorHospitality

Doubletree Manchester

As 'Concierge/Guest Services Assistant' you'll be on the front line, delivering on our mission!

You'll be delivering attentive customer focused service, understand brand standards and enjoy working as part of a successful team.

First point of contact for our guests

Good knowledge of the hotel facilities and services we offer

Provide guests with local information and arranging transport if required

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

## International Passenger Survey Interviewer

Office for National Statistics

Manchester

As an IPS Interviewer, you will work as part of a small team using your friendly interpersonal skills to persuade a wide range of people to participate in this important interview. Some people take more persuading than others to take part. Therefore you will need an adaptable interviewing style. Once the information has been gathered, you will enter it on to a tablet.

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



## Intelligence Analyst

Lancashire Constabulary

Hutton Headquarters

The purpose of this role is to prepare strategic, tactical, intelligence and evidential products to aid managerial, operational and investigative decision-making by utilising a range of analytical techniques. To be involved in the problem-solving process, applying a variety of research methods and analytical techniques to develop knowledge and understanding.

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

## Associate Trainers

Enlighten Training & Consultancy Ltd

Enlighten Training & Consultancy Ltd

We are specifically seeking experienced police trainers with a range of backgrounds. Relevant experience in any of the following areas would be specifically welcomed: IPLDP, PCSO, police IT systems, custody, case file preparation, leadership, investigation, public order/personal safety, and we also welcome those with other police training experience.

Have a background either as a police officer or experienced police trainer

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

## Customer Service Adviser

NatWest

Manchester

You'll join our vibrant telephone banking team, building great relationships with our customers. Using the full suite of the products and services we offer, you'll help our customers achieve their goals and help them to become financially fitter. You'll be a trusted expert, providing them with the knowledge they need to make the most of their money.

Most importantly, you'll be building valuable relationships with our customers, making a positive impact on every single call you take.

[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. They are required to ensure that all the exams are carried out according to the rules set out by the exam board which allows each candidate to sit for the examination under equal conditions as other candidates throughout the country.

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



## Wildlife Licencing Adviser

Natural England

North West

As a Wildlife Licensing Adviser, your role will be to drive forward our ability to deliver better service to our customers in respect of our statutory role in wildlife licensing whilst securing a good deal for protected species. You will be part of a core team handling large numbers of individual and Class licences from registration of users to full assessment of applications in relation to specific sites and activities which may impact on protected species.

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

## Scale 3-Helpdesk Officer

Cheshire Constabulary

Winsford

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.

Successful applicants should be able to demonstrate excellent communication and listening skills, have the capability to work both independently and as part of a team and be able to remain calm under pressure in a variety of situations.

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

## Customer Service Advisor

Barclays

Manchester

You will be working with minimum supervision, handling calls with customers (inbound or outbound) to negotiate repayment terms and achieve the best outcome for both the Bank and the Customer for accounts up to £100,000.00

You will identify customer's financial situation and find a way forward to minimise the impact of this on the Bank and the customer

You will ensure accurate use of the Collections systems to ensure that a Customer's records are kept up to date

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

## Invigilator

Vision for Education

Flixton

We are currently recruiting a number of Exam Invigilators to assist the smooth running of GCSE exams, to work on a temporary/sessional basis throughout the Summer Exam period across May & June.

Invigilators are required to:

Preparing the rooms, Distribution of scripts, Supervision of pupils during examinations

Ensure that the pupils behave appropriately during their time in the examination hall

Ensure that pupils do not communicate with each other

Ensure that the pupils do not have unauthorised materials on their desks.

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



## Funeral Director

Far & Beyond Funeral Services

Stalybridge

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

Wilmslow

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](#)

## Level 2 HEO Investigator

Insolvency Service

Piccadilly Place, Manchester

We are seeking people with an inquisitive mind who aren't afraid to challenge. The post is within an Official Receiver's team where you will be required to work collaboratively and positively with both internal and external stakeholders. You will have a keen eye for detail and have a tenacious approach to your work. Speaking to bankrupts and directors to gain information;

Using tools and resources to locate bankrupts, directors and assets;

Visiting trading premises of traders to conduct physical inspection; Closing businesses down;

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

## G4 Undercover Officer, Cover Officer, Specialist Operations

National Crime Agency

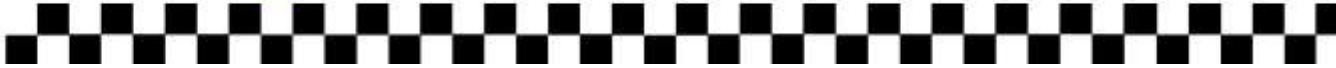
North West

Supervise the deployment of undercover officers and assets in support of NCA projects and investigations.

Maximise collection opportunities that are in line with the organisational intelligence requirements. Collecting information, intelligence and / or evidence in support of operations into complex serious and organised crime at both a national and international level.

Cover Officers within the NCA are required to hold Undercover Advanced accreditation and will be required to deploy as such in addition to their Cover Officer role.

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



## Delivery Driver

The Cohens Group

Manchester

Your main responsibility will be to promptly and conscientiously deliver prescription items to private houses, nursing and residential homes. Whilst working to high standards of customer service and presenting a professional image of the Company by acting as an ambassador. In order to fulfil this role you must be able to work under pressure in order to deliver the prescriptions in a defined period of time. Attention to detail is paramount as you will be responsible for ensuring that prescription items are delivered in line with the company's regulated procedures.

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

## Visitor Experience Officer

RSPB

Greater Manchester

An opportunity has arisen for a Visitor Experience Officer secondment of up to 12 months at our busy Dove Stone reserve, which is managed in partnership with United Utilities. This would be a fantastic development opportunity for someone wishing to widen their experience in a varied visitor role. Maintaining and co-ordinating a Visitor Operations Group working with partners from United Utilities, Oldham Council, Peak District Park, Police and Life for a Life memorial forest. Building and maintaining volunteer support. Assisting with delivery of a planned programme of events and activities

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

## Intelligence Officer/Data Inputter (Police)

Service Care Solutions

Manchester

To review, research and develop intelligence to assist in the prevention, detection and reduction of crime. To ensure the effective, prompt and appropriate management of intelligence throughout the force. To identify risk and harm (actual or emerging) to the force and divisions. To Support District and Specialised Units with intelligence collection in the event of a major incident, large scale investigation or force priority/threat. Knowledge: Aware of the National Intelligence Model. Knowledge and understanding of appropriate legislation e.g. Data protection Act, MOPI, Human rights, GPMS and CPIA.

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

## Investigations Officer

Search Consultancy

Manchester

This role requires case management experience.

Ensuring that investigations are progressed in accordance with agreed guidelines.

Identifying those cases where it is appropriate for the company to take Evaluating information received during an investigation and recommending a course of action.

Liaising with colleagues, for example the in-House Legal Team or the Case Review Team.

Corresponding by telephone and in writing with members of the public and the profession about cases and general enquiries

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



## Complex Incident Manager

Home Office

Salford, North West

As an SEO Incident Manager you will contribute to the development and delivery of a high-quality Incident Management process to be consistently delivered across the Home Office estate. This includes diverse portfolios such as Police National Computer, Borders, UK Visa & Immigration (UKVI) and Her Majesty's Passport Office (HMPO).

You will be working in a Service Integration and Management (SIAM) model and essential to your success will be the ability to build and maintain effective relationships with a variety of suppliers, both internal and external.

[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](#)

## Level 2 Police Investigators

Lancashire Constabulary

Various

The purpose of this role is to manage and participate in a wide range of evidence-gathering and crime-investigation duties for Serious and Complex crime and to ensure that any evidence obtained is recorded, secured and preserved in a timely and appropriate manner. To interview suspects and provide support and assistance to other investigations as required by supervision.

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

## Level 1 Police Investigators

Lancashire Constabulary

Blackburn Greenbank / Burnley / Preston

Lancashire Constabulary's Investigation Hubs are seeking PIP1 accredited Investigation Officers to be based in various locations across the county. Please note due to operational demand this vacancy is only open to candidates who currently are PIP 1 accredited. The purpose of this role is to manage and participate in a wide range of evidence-gathering and crime-investigation duties for Priority and Volume crime and to ensure that any evidence obtained is recorded, secured and preserved in a timely and appropriate manner. To interview suspects and provide support and assistance to other investigations as required by supervision.

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





## Forensic Collision Investigator

West Yorkshire Police

Various

The main purpose of your role is to provide a Region-wide professional and impartial forensic collision investigation and vehicle examination service surrounding death and serious injury. This will span from response to incident scenes, through the writing of technical reports and concluding with the provision of evidence in court. As a Forensic Collision Investigator, you will need emotional resilience to deal with distressing situations.

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

## Casual Funeral Service Operative

Lawrence Funeral Service

Halifax

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  
Operational Efficiency  
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  
to participate effectively in first rites and basic body preparation

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

## Delivery Driver

Rowlands Pharmacy

Accrington

Rowlands Pharmacy are currently looking for a Delivery Driver in our Marsh Green branch. 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](#)

## Customer Delivery Driver

ASDA

Hyde

From loading up, fuelling and checking the van for the next route, or giving a customer a call so they know what time their shopping will arrive, everything we do is with our customers in mind. 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.

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



## Casual Service Driver

Vertu Motors

Macclesfield

Our Drivers play a key role in our success and our standards and expectations are extremely high. At its simplest this role means working on an ad hoc basis carrying out a range of driving duties requested by the dealership. As part of the team you'll deliver brilliant care to all of our customers every day. You'll want to achieve the highest professional standards in the way you drive, your appearance and the way you arrive.

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

## Customer Assistant

Tesco

Cheadle

It's a committed role, full of everyday challenges, but that's one of the things that makes it so rewarding.

Whether you are looking for flexibility to suit your lifestyle or the opportunity to progress your career, this can be the role for you.

You'll be someone with great communication skills and works well in a team, while being ready to roll up your sleeves and do what's needed to give our customers great service.

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

## Customer Service Assistant

Lloyds Banking Group

Manchester

Deliver a high level of customer experience by proactively identifying genuine customer needs and making appropriate banking, mortgage and partner referrals, ensuring customer needs are met via an appropriate channel in a timely manner and at a time of our customers' choosing.

Proactively manage time to be in the right place at the right time, supporting the overall customers' branch experience and helping to ensure customers are dealt with quickly and professionally, working flexibly across all zones of the branch including banking hall, counter, self serve and enquiries.

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

## Dog Collection Officer

Dog Warden Services

Manchester

Assisting the Dog Wardens across the region to collect found stray dogs that people have taken into their care and if possible, return them home. If not possible then to deliver them to kennels.

The post holder will work with the office team who will dispatch them to collections, inform them of microchip details and phone ahead to owners of lost dogs.

Training, vehicle, equipment and mobile phone is provided.

[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](#)

## 2 x EO Caseworker Civil Penalty Compliance Team

Home Office

Manchester

Analysing Home Office Immigration, Compliance and Engagement (ICE) team referrals and other sources, to establish sound evidence of illegal working

- Using open source intelligence such as internet searches, external organisation collaboration and examining appropriate databases for further investigation to help decision making
- Information sharing with Home Office ICE team and other departments to obtain further information
- Making accurate and sound initial decisions and decisions around case objections, giving appropriate weight and merit to all evidence, applying legislation and following current guidelines

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

## Customer Delivery Driver - Oldham Extra

Tesco

Oldham

Whether you are looking for stability, flexibility to suit your lifestyle or the opportunity to progress your career, this can be the right role for you.  
Being a Customer Delivery Driver is hands on, physical and full of variety. No two shifts are ever the same - customer's look for help in all kinds of different ways.  
For most of the day you'll feel like your own boss, delivering to your customers but with a team of managers and colleagues back at base ready to support you when you need them.

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

## Customer Service Advisor

Animal Trust

Manchester

Our Bolton hospital provides care to thousands of patients every year. We are continuing to grow and are focused on developing a marked leading client experience - because of this we are recruiting additional talent to our team. Receiving clients and their pets for appointments, being sensitive to their needs and promoting a professional image at all times  
Working within a team to ensure that the reception and other areas of the practice are kept to a high standard of cleanliness

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



## Collection & Delivery Driver

Bowker BMW

Blackburn

We require an experienced driver who holds a full, clean UK driving licence with no periods of disqualification. The successful applicant will have good customer service skills, be well presented and have a practical and flexible approach to their work. Duties will include the collection and delivery of customer vehicles, and assisting with the cleaning and preparation of loan vehicles. You must have a positive attitude and willingness to work as part of an effective team as well as being a good communicator to meet and exceed high customer expectations.

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

## Assistant Ranger

National Trust

Hope Valley

*We are looking for two Assistant Rangers to join our Peak District ranger teams, one based in the White Peak and one at Edale for six months from mid-June. You'll help to look after our countryside for the benefit of both people and wildlife and with your endless passion for our work, you'll help with the protection and care of habitats, wildlife, property and machinery, and your passion will inspire other to love this beautiful place as much as you do. We want you to engage with visitors, making time to talk to them, not rushing away to the next task. As an easily identifiable member of the Ranger team, on your best day you will be creating lasting memories for everyone.*

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


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