



For more information or to apply online:

cumbria.gov.uk/jobs

Jobs Bulletin

20 July 2012

INTERNAL APPLICANTS ONLY

Area Engagement Officer

Job Ref: CE138I

Salary: £27,849 - £28,636 pro rata. 18.5 hours.

Ability to work flexibly by arranging and attending evening meetings and travel independently around area.

Location: KENDAL usually based at County Hall

We need someone who can plan and deliver community engagement activity on behalf of Cumbria County Council through the application of local knowledge and engagement skills. We need someone who is an excellent communicator, is a self-starter and can find creative solutions to problems.

Closing date 27 July 2012. Interview date: 9 August 2012.

Improvement Programme Officer x 3

Salary: £27,849 – £28,636.

Job Ref: CH1199I

Temporary for 1 year and 5 months.

Location: CARLISLE usually based at 5 Portland Square

Following the recent Ofsted inspection where Children's Safeguarding Services were judged as "inadequate", a new team has been established to help to deliver the Improvement Programme with partners across Children's Services in Cumbria. These new posts will support the Improvement Board and the thematic working groups, co-ordinating activity, liaising with partners and regulators and supporting improvement in service delivery and provision.

Closing date 26 July 2012. Interview date: 1 and 2 August 2012.

Traded Services Project Officer

Job Ref: CH1191

Salary: £24,646 - £25,472.

Location: CARLISLE usually based at the Parkhouse Building

To provide assistance to the Traded Services Manager to develop and facilitate the delivery of Traded Services to schools and Academies.

Appointment to this post is subject to Enhanced Vetting Checks.

Closing date 25 July 2012. Interview date: 7 August 2012.

Admissions and Appeals Assistant

Salary: £24,646 – £25,472 pro rata. 18.5 hours weekly.

Temporary for 1 year to cover maternity leave. Job Ref: CH1194I

Location: CARLISLE usually based at the Parkhouse Building

We require a part time Admissions and Appeals Assistant to provide specific technical and administrative support to the local authority Admissions and Appeals Team for the duration of a colleague's maternity leave. If you are interested in applying for the post on the basis of a Temporary Assignment, please discuss with your line manager.

Appointment to this post is subject to Enhanced Vetting Checks.

Closing date 23 July 2012. Interview date: 3 August 2012.

For more information and to apply on-line for any of the above posts please visit www.cumbria.gov.uk/jobsandcareers or contact (01228) 223480. Please quote relevant reference number.

Business Support Officer

Job Ref: CH1195

Salary: £22,221 - £22,958 pro rata. 18.5 hours weekly.

Temporary post for 3 months.

Location: CARLISLE usually based at Portland Square

This is a busy role within the Central Payments Team, who process financial payments in relation to Fostering and Adoption.

Closing date 27 July 2012. Interview date: 13 August 2012.

Finance Assistant

Job Ref: FM451I

Salary: £19,621 - £20,198. Temporary post for 9 months.

Location: CARLISLE usually based at The Courts

Principal function will be to support the Technical Finance Office in an extensive project rationalising members pension records, anticipated to take 9 months.

Closing date 27 July 2012. Interview date: 14 August 2012.

Business Support Team Leader

Job Ref: RE449I

Salary: £19,621 – £20,198.

Location: CARLISLE usually based at The Courts

Legal and Democratic Services Unit is seeking to recruit a Business Support Team Leader to supervise its Business Support Team.

Closing date 30 July 2012. Interview date: 15 August 2012.

Business Support - Improvement Programme x 2

Job Ref: CH1198I

Salary: £17,161 – £17,802.

Temporary for 1 year and 5 months

Location: CARLISLE usually based at 5 Portland Square

Following the recent Ofsted inspection where Children's Safeguarding Services were judged as "inadequate", a new team has been established to help to deliver the Improvement Programme with partners across Children's Services in Cumbria. These new posts will support the Improvement Board and the thematic working groups, co-ordinating activity, liaising with partners and regulators and supporting improvement in service delivery and provision.

Closing date 26 July 2012. Interview date: 1 and 2 August 2012.

For more information and to apply on-line for any of the above posts please visit www.cumbria.gov.uk/jobsandcareers or contact (01228) 223480. Please quote relevant reference number.

IMPORTANT NOTICE

JOBS BULLETIN - ADVERTISING CHARGES

All recruitment adverts that appear within the Jobs Bulletin that have not been placed by the client within other publications, ie local or national newspapers, magazines etc will be charged out at £50.00 ex VAT.

INTERNAL APPLICANTS ONLY**Diary Secretary**

Job Ref: CE139i

Salary: £17,161 - £17,802. 37 hours weekly.
Temporary post for 12 months.

Location: **CARLISLE** usually based at The Courts

To schedule appointments and manage the Chief Executive's diary. To provide efficient, effective and confidential secretarial support to the Chief Executive to ensure she meets the requirements of her post effectively.

Closing date 27 July 2012. Interview date: 6 August 2012.

PA to Assistant Director – Strategy & Commissioning

Job Ref: CH1193i

Salary: £17,161 - £17,802. 37 hours weekly.
Temporary to cover Maternity leave.

Location: **CARLISLE** usually based at 5 Portland Square

We are looking for a temporary PA to the Assistant Director. Are you a confident, self-motivated, highly organised and flexible person then this post might be what you are looking for. This temporary assignment/temporary post is to provide a confidential, professional, effective and efficient administrative support service.

Closing date 26 July 2012. Interview date: 3 August 2012.

Locality Support Administrator

Job Ref: SS1062i

Salary: £17,161 - £17,802 pro rata. 18.5 hours weekly.
Mondays – Fridays, mornings.

Location: **WIGTON** usually based at Wiza House

To provide prompt and effective information and advice to the public and other agencies and facilitate access to services provided by Adult Social Care.

Appointment to this post is subject to Enhanced Vetting Checks.

Closing date 24 July 2012. Interview date: 16 August 2012.

Business Support Administrator

Job Ref: EN245i

Salary: £16,440 - £16,830 pro-rata. 14.5 hours weekly.

Location: **BARROW-IN-FURNESS** usually based at The Nan Tait Centre

Experience in a wide range of general office skills, including telephone answering, minute/note taking and ordering goods, together with good organisational and communication skills.

Appointment to this post is subject to Standard Vetting Checks.

Closing date Tuesday 31 July 2012. Interview date: Wednesday 8 August 2012.

Accounts Payable Administrator

Job Ref: RE450i

Salary: £14,733 – £15,039.

Location: **CARLISLE** usually based at The Courts

To provide effective support to both suppliers and internal customers through timely processing of payments, and responding to customer enquires.

Appointment to this post is subject to Enhanced Vetting Checks.

Closing date 6 August 2012. Interview date: 16 August 2012.

Support Worker

Job Ref: CC701i

Salary: £14,733 – £16,830 pro rata. 23 hours weekly.
Fixed term for 12 months.

Location: **BARROW IN FURNESS** usually based at Combe House

Are you enthusiastic and committed to delivering a high standard of care, support and comfort within a Residential setting for Older Adults and you are able to work on your own initiative and as part of a team.

Appointment to this post is subject to Enhanced Vetting Checks.

Closing date 27 July 2012. Interview date: 8 August 2012.

For more information and to apply on-line for any of the above posts please visit www.cumbria.gov.uk/jobsandcareers or contact (01228) 223480.

Please quote relevant reference number.

Support Worker

Job Ref: CC700i

Salary: £14,733 – £16,830 pro rata. 34 hours weekly.
Fixed Term for 1 year.

Location: **BARROW IN FURNESS** usually based at Combe House

Are you enthusiastic and committed to delivering a high standard of care, support and comfort within a Residential setting for Older Adults and you are able to work on your own initiative and as part of a team.

Appointment to this post is subject to Enhanced Vetting Checks.

Closing date 27 July 2012. Interview date: 8 August 2012.

Relief Support Worker

Job Ref: CC691i

Salary: £14,733 – £16,830. As and when required.

Location: **GRANGE OVER SANDS** usually based at Bridge House

Are you enthusiastic and committed to delivering a high standard of care, support and comfort within a Residential setting for Older Adults and you are able to work on your own initiative and as part of a team.

Appointment to this post is subject to Enhanced Vetting Checks.

Closing date 3 August 2012. Interview date: 16 and 17 August 2012.

Support Workers x 2

Job Ref: CC690i

Salary: £14,733 – £16,830. Temporary for 3 Months.
17 hours weekly and 30.5 hours weekly.

Location: **GRANGE OVER SANDS** usually based at Bridge House

Are you enthusiastic and committed to delivering a high standard of care, support and comfort within a Residential setting for Older Adults and you are able to work on your own initiative and as part of a team.

Appointment to this post is subject to Enhanced Vetting Checks.

Closing date 3 August 2012. Interview date: 16 and 17 August 2012.

Kitchen Team Member

Job Ref: FM295i

Salary: £12,145 – £12,312 pro rata.
21 hours 15 minutes variable.

Location: **APPLEBY** usually based at Appleby Grammar School

Appointment to this post is subject to Enhanced Vetting Checks.

Closing date 10 August 2012. Interview date: 20 August 2012.

Cleaning Operative

Job Ref: FM297i

Salary: £12,145 – £12,312 pro rata. 15 hours weekly.

Location: **WORKINGTON** usually based at St Patrick's Catholic School

Appointment to this post is subject to Enhanced Vetting Checks.

Closing date 25 July 2012. Interview date: 27 July 2012.

For more information and to apply on-line for any of the above posts please visit www.cumbria.gov.uk/jobsandcareers or contact (01228) 223480.

Please quote relevant reference number.

If you have a CCC 'MyHR' login and password use these details to sign on through the 'Existing user login' tab on the 'Job Search' page.

If you have not used the CCC on-line application process before and do not have a CCC 'MyHR' login, the system will prompt you to use the 'New User Registration' option. If this is case and you are a CCC employee, contact (01228) 223477 once you have registered so we can link your 'Web Recruitment' record to your CCC employee record.



Anything of interest? If the answer is 'yes' then telephone the relevant number at the end of each advert for a chat or an application form. Please remember to quote a reference number. If you have not heard from us within 4 weeks of submitting your application please assume that on this occasion your application has been unsuccessful

View jobs and apply on line at

cumbria.gov.uk/jobs

Compiled by Cumbria County Council. Email: advertising.unit@cumbriacc.gov.uk.
The Jobs Bulletin is printed on 100% Recycled Paper

VACANCIES OPEN TO ALL APPLICANTS

Solicitor

Job Ref: RE448e

Salary: £33,661 - £34,549

Location: CARLISLE usually based at the Courts

Legal Services Unit is seeking to recruit an experienced planning solicitor or barrister. Some knowledge of nuclear issues and Nationally Significant Infrastructure Projects is desirable.

Closing date: 31 July 2012. Interview date: 4 September 2012.

Lighting Manager

Job Ref: EN243e

Salary: £38,961 – £39,855

Location: DALSTON usually based at Barras Lane

An opportunity exists for a dynamic professional to lead a team to undertake projects related to Exterior Lighting and to provide expertise and advice on all matters relating to Exterior Lighting in the county.

Closing date: 17 August 2012. Interview date: 27 August 2012.

Bridge Maintenance Engineer

Salary: £31,754 - £32,800

Job Ref: EN242e

Location: DALSTON usually based at Barras Lane

An opportunity exists for a dynamic professional to assist in the delivery of the Bridges and Structures Capital Programme and all activities associated with bridges and structures in the county.

Closing date: 17 August 2012. Interview date: 27 August 2012.

Lighting Engineer

Job Ref: EN244e

Salary: £31,754 - £32,800

Location: DALSTON usually based at Barras Lane

An opportunity exists for a dynamic professional to undertake Exterior Lighting projects and provide related technical guidance and advice on External Lighting matters in the county.

Closing date: 17 August 2012. Interview date: 27 August 2012.

Senior Planning Officer - Major Development

Salary: £31,754 - £32,800.

Job Ref: EN239e

Location: CARLISLE, The Courts, or Kendal, County Offices

The vacancy allows for an experienced planner to broaden their experience working on the Council's response to applications for Nationally Significant Infrastructure Projects.

Closing date: 27 July 2012. Interview date: 30 August 2012.

Social Worker

Job Ref: CH1196e

Salary: £26,276 – £28,636.

Location: CARLISLE usually based at 3 Alfred Street North

This position is based within the Children with Disabilities Team which offers advice and support to children with disabilities and their families.

Appointment to this post is subject to Enhanced Vetting Checks.

Closing date: 27 July 2012. Interview date: 21 August 2012.

Practitioner - OT x 3

Job Ref: SS1060e

Salary: £26,276 - £28,636.

Location: ALLERDALE (1) CARLISLE (1) EDEN (1)

Please indicate on your application form which district is your preferred choice.

Closing date: 27 July 2012. Interview date: Allerdale – 22 and 23 August 2012,

Carlisle – 15 August 2012, Eden – 13 August 2012.

Practitioner – Social Worker x 3

Job Ref: SS1058e

Salary: £26,276 - £28,636.

Location: CARLISLE (1) COPELAND (2)

Please indicate on your application form which district is your preferred choice.

Closing date: 27 July 2012. Interview date: Carlisle - 13 August 2012, Copeland - 16 August 2012.

For more information and to apply on-line for any of the above posts please visit www.cumbria.gov.uk/jobsandcareers or contact (01228) 223480.

Please quote reference number.

Social Worker

Job Ref: CH1190e

Salary: £26,276 – £28,636 pro rata. 18.5 hours weekly.

Location: PENRITH usually based at 19-24 Friargate

This social work position is in the Eden Early Intervention Team. The work is with children of all ages who are in need of support. The team offers strong partnership working with Eden based partners so that outcomes improve for children with significant complex needs, many of whom are on the edge of care or on the edge of child protection plans. We are looking to appoint an experienced confident social work practitioner.

Appointment to this post is subject to Enhanced Vetting Checks.

Closing date: 27 July 2012. Interview date: 10 August 2012.

Entry Level Practitioner - OT x 4

Job Ref: SS1059e

Salary: £22,221 - £25,472.

Location: CARLISLE (1) FURNESS (2) KENDAL (1)

Please indicate on your application form which district is your preferred choice.

Closing date: 27 July 2012. Interview date: Carlisle – 15 August 2012, Furness – 16 August 2012, Kendal – 16 August 2012.

Entry Level Practitioners – Social Worker x 9.5

Salary: £22,221 - £25,472.

Job Ref: SS1057e

8 x 37 hours and 1 x 18.5 hours weekly.

Location: ALLERDALE (1) CARLISLE (3) EDEN (2) FURNESS (2) KENDAL (1 P/T)

Please indicate on your application form which district is your preferred choice.

Closing date: 27 July 2012. Interview date: Allerdale - 22 and 23 August 2012, Carlisle – 13 August 2012, Eden – 14 August 2012, Furness – 16 August 2012, Kendal – 15 August 2012.

Support Workers x 2

Job Ref: CC704e

Salary: £14,733 – £16,830 pro rata. 24 hours weekly.

Fixed term for 1 year.

Location: CARLISLE usually based at Langrigg House

Can you work effectively to deliver personal and social care to enable services users to maximise a high level of personal independence, choice and control.

Appointment to this post is subject to Enhanced Vetting Checks.

Closing date: 31 July 2012. Interview date: 15 August 2012.

Cleaning Operative

Job Ref: FM296e

Salary: £12,145 – £12,312 pro rata. 11 hours 30 minutes.

Location: CARLISLE usually based at Belle Vue School

Appointment to this post is subject to Enhanced Vetting Checks.

Closing date: 3 August 2012. Interview date: 17 August 2012.

Kitchen Team Member

Job Ref: FM298e

Salary: £12,145 – 12,312 pro rata. 10 Variable hours weekly.

Location: MARYPORT usually based at Ewanrigg Junior School

Appointment to this post is subject to Enhanced Vetting Checks.

Closing date: 9 August 2012. Interview date: 14 August 2012.

Kitchen Team Member

Job Ref: FM298e

Salary: £12,145 – £12,312 pro rata.

5 core hours 10 variable hours.

Location: KESWICK usually based at St Herbert's Primary School

Appointment to this post is subject to Enhanced Vetting Checks

Closing date 9 August 2012. Interview date: 14 August 2012.

For more information and to apply on-line for any of the above posts please visit www.cumbria.gov.uk/jobsandcareers or contact (01228) 223480.

Please quote reference number.

Education Tutor - GCSE English

Salary: PCD4A.

Location: WORKINGTON Adult Education Centre

Experienced GCSE English Tutor required to teach adult learners in September. Each GCSE course runs for 2 hours per week for 30 weeks. Opportunities available for teaching daytime and/or evening courses.

Please forward a C.V. and covering letter to Nichola Frazer, Community Learning Manager at the following email address adulsted@wsfc.cumbria.sch.uk by Friday 3 August. Interviews will take place during w/c 13 August.



Family Court Advisor

Salary: Band 6, £36,154 - £40,316 per annum

Location: Carlisle

Reference: A1FCA1203

In our work with vulnerable children and families, your role is to advise a family court on the best course of action for a particular child or young person. At the heart of this will be a powerful case analysis and set of proposals where the needs of each child you support leap off the pages of your report. Much of your work will be to influence parents, relatives and local authorities, through your understanding of what a child needs, wants and feels, negotiating a safe and positive way forward within the constraints faced by all front-line practitioners. To do this, you will be well supported with reflective supervision and training.

You will be qualified, GSCC registered and experienced at working with highly vulnerable children and families. You will be an expert in safeguarding, children's engagement, inter-agency working and in case analysis, planning and recording. In turn, we can offer you a privileged role – being the voice in the family court of some of the most vulnerable children in England.

For an informal discussion about this role please contact Ian Gopsill, Service Manager on 0844 353 2116.

To apply for this vacancy please download an application pack from our website at www.cafcass.gov.uk and email your completed application form to recruitment@cafcass.gsi.gov.uk by the closing date.

If you experience any difficulties accessing information from the website please contact us by email at recruitment@cafcass.gsi.gov.uk.

Closing date: 5pm, 6th August 2012.

Assessment Centre Date: 22nd August 2012.

Interview Date: 22nd August 2012.

Ministry of
JUSTICEEUROPEAN UNION
European Social Fund

Cumbria Probation Trust CASE MANAGER (ESF- FUNDED ACHIEVE PROJECT)

Fixed Term until 31 December 2014**Salary: £21,607 to £27,102**

We are seeking to appoint a Case Manager to work for the Achieve Project which is an ESF- funded employment project for offenders. The post holder will be based in North Cumbria, located in Carlisle Probation Office.

Key responsibilities will be to engage and work with eligible offenders, providing a case management approach to the delivery of employability interventions. The role will involve working closely with offender managers to generate appropriate referrals, carrying out assessments, and developing action plans for offenders. Case Managers will also develop links with relevant partner organisations to help deliver employment, training and educational interventions.

For an informal discussion about the project and the work involved, please contact Annette Nixon - Project Manager on 03000 473957; mobile no: 07810854283.

Closing date for receipt of completed application forms is Monday, 6 August 2012. Interviews will be held on Tuesday, 21 August 2012.

Application packs can be downloaded from the internet www.cumbriaprobation.org.uk or obtained by writing to Cumbria Probation Trust, Magistrates Court, Rickergate, Carlisle, CA3 8XP; e-mail:- hr@cumbria.probation.gsi.gov.uk. Applications will only be considered if the application form is completed and not in the form of individually styled CVs.



Committed to Equality in Employment and Service Delivery



Copeland Borough Council

Neighbourhood Service Administration Support Officer

Salary Grade 5 - £15,444 pro rata.

Permanent contract

20 hours per week covering mornings
and afternoons on a rota basis.

To work across the Administrative function for the
Crematorium and Moresby Parks.

If you would like to embark on a rewarding career with
exciting new challenges, please request an application
pack from info@copeland.gov.uk alternatively telephone
0845 054 8600 or contact Customer Services
Department, The Copeland Centre,
Catherine Street, WHITEHAVEN, Cumbria, CA28 7SJ.

Closing date
30 July 2012.

ST AIDAN'S DAY NURSERY

is looking to recruit:

a fully qualified **NURSERY NURSE**
must be NVQ Level 3 or equivalent.Contract 13 hours per week on a
Thursday and Friday. Other hours
available. Good salary.**Previous applicants need not apply.***For an application and job description
please contact Miss Julie Gibson
01228 631266.**Closing date**Wednesday 15th August 2012.*

RECYCLING OPERATIVES FLUSCO, PENRITH

Cumbria Waste Management Group operates waste management and recycling facilities across Cumbria, which together receive a mixture of domestic, industrial and commercial waste.

We are currently looking for **Recycling Operatives** to assist with the collection of recyclable materials from properties around the Eden district.

Based at our Flusco site, successful candidates will work as part of a team alongside a Driver to ensure that recyclable materials are collected efficiently and courteously from all participating households. This work can be physically demanding at peak periods and applicants should therefore be reasonably fit and be prepared to work in all weather conditions. Basic health & safety awareness and previous experience in a similar role would be preferred but are not essential as reliability and commitment are the key attributes of this role.

Basic hours of work are 40 per week Monday to Friday plus overtime on a rota basis.

The starting rate of pay is £6.38 per hour and the role benefits from overtime payments when applicable, 25 days leave per annum plus public holidays, 11.9% employer pension contribution (after 6 months service), the opportunity to participate in our Buying/Selling Holidays and Childcare Voucher schemes and industry-recognised training.

Application forms can be downloaded from our website at www.cumbriawaste.co.uk. Alternatively contact Deborah Williamson, Administrator, on 01228 822111 or write to Cumbria Waste Recycling Ltd, Unit 5a Wavell Drive, Rosehill, Carlisle CA1 2ST.

Closing date for returned application forms is Monday 30th July 2012.

Cumbria Waste Recycling Ltd is a wholly owned subsidiary of Cumbria Waste Management Ltd which is owned by Cumbria County Council and is an Equal Opportunities Employer.

