



For more information or to apply online:

[cumbria.gov.uk/jobs](http://cumbria.gov.uk/jobs)

# Jobs Bulletin

30 November 2012

## INTERNAL APPLICANTS ONLY

### District Coordinator

Job Ref: CC796I

Salary: £33,661 - £36,313. Temporary for 3 months.  
(Starting salary £35,430 inc temp additional allowance).

Location: WORKINGTON usually based Cavendish House

Applications are requested to lead, organise and supervise a team of Supervisors, Administrators and Carers to deliver Reablement and Domiciliary Care Services across Allerdale and Copeland.

Appointment to this post is subject to **Vetting Checks**.

Closing date: 7 December 2012. Interview date: 19 December 2012.

### Library Assistant x 2

Job Ref: SS1122i

Salary: £16,440 - £16,830 pro rata.

Post 1 - 6.5 hours weekly

Weekly - Tuesday 9:30am - 5pm = 6.5 hours

Post 2 - 7 hours weekly

Weekly - Thursday 9:30am - 13:00pm = 3.5 hours

Saturday 9:30am - 13:00pm = 3.5 hours

Both posts are Temporary to 31 March 2013.

Location: South Lakes usually based at Grange Library

Frontline customer service, working as part of a team and assisting with stock procedures.

You need a flexible approach to work and good communication skills.

Closing date: 13 December 2012. Interview date: 20 December 2012.

### Grant Administration Officer

Job Ref: EN272i

Salary: £16,440 - £16,830 pro rata.

26 hours weekly. Temporary for 1 year.

Location: PENRITH usually based at the Old Stables

The successful applicant will co-ordinate the administrative progression of projects through the application, appraisal, approval and monitoring processes following Rural Development Programme for England procedures.

Appointment to this post is subject to **Vetting Checks**.

Closing date: 7 December 2012. Interview date: 14 December 2012.

For more information and to apply on-line for any of the above posts please visit [www.cumbria.gov.uk/jobsandcareers](http://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.

## VACANCIES OPEN TO ALL APPLICANTS

### Teams Manager

Job Ref: SS1121e

Salary: £33,661 - £36,313.

(Starting salary £35,430 inc temp additional allowance).

Location: BARROW IN FURNESS usually based Priory Grove

The Furness Adult Social Care team want a dynamic, motivated and experienced Teams Manager to promote person centred practice and improve performance in the Locality.

Appointment to this post is subject to **Vetting Checks**.

Closing date: 14 December 2012. Interview date: 11 January 2013.

### Social Worker (readvertised)

Job Ref: CH1233e

Salary: £30,011 - £32,800.

(Starting salary £31,754 inc temp additional allowance).

Essential: Significant experience of Assessment and Case Management of complex children services work including managing high risk cases.

Location: CARLISLE usually based at Morton Children's Centre

District community based Child & Family support team provides statutory assessments, support for 'children in need' on the edge of care or of child protection plans

Appointment to this post is subject to **Enhanced Vetting Checks**.

Closing date: 6 December 2012. Interview date: 20 December 2012.

### Domestic

Job Ref: CC797e

Salary: £12,145 - £12,312 pro rata.

20 hours weekly temporary for 1 year.

These posts will include weekend and shift work.

Location: BRAMPTON usually based Moot Lodge

Can you maintain high standards of cleanliness and adhere to infection control within a residential setting whilst supporting and respecting the Rights of Service users.

Appointment to this post is subject to **Enhanced Vetting Checks**.

Closing date: 7 December 2012. Interview date: 19 December 2012.

For more information and to apply on-line for any of the above posts please visit [www.cumbria.gov.uk/jobsandcareers](http://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.

# LIFE CHANGING LAKES COLLEGE

Lakes College West Cumbria is situated on the edge of the beautiful Lake District National Park and Solway Coast. Our new, state of the art single site has been expanded for two new exciting capital developments, a 14-19 performing arts centre and a new construction skills centre to meet the needs of the Britain's Energy Coast after successfully securing £7m of funding from local stakeholders.

Our 300 staff continue to push the boundaries of FE and with a "one college" approach, work collaboratively with external partnerships to make a difference to our students and the local West Cumbrian community.

## LECTURER – COMPUTING

Ref: EBCT 04/12

**Initial salary depending on experience and qualifications within salary scale £23.5k - £33.5k**

Our computing department has expanded and continues to grow and we now have an opportunity for a dynamic and enthusiastic individual to join the team.

- Are you qualified to HND Level in Computing or Multimedia and possess up to date experience in Computing & Multimedia technologies?
- Do you have experience in Programming and Agile Development?
- Experience and skills in Web Design & Development, Animation and Multi-Media?

If the answer is YES, then we want to hear from you.

Ideally we are looking to appoint a full time member of staff for this position; however, consideration will be given to applicants who prefer part time working.

Not a qualified lecturer? No worries – the college will support you in-house with the support of our outstanding teacher education department.

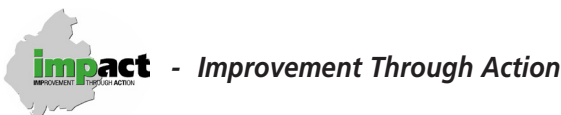
**Closing Date: Friday 7 December 2012 (12 Noon)**

**Interview Date: Thursday 10 January 2013**

To apply online and to download further information about this role, please logon to the college website at [www.lcwc.ac.uk/vacancies](http://www.lcwc.ac.uk/vacancies)

Lakes College is committed to promote equal opportunities and positively welcomes applications from all sections of the community. The college is also committed to safeguarding the welfare of learners and expect all staff and volunteers to share this commitment. All successful applicants will be required to complete an enhanced criminal records disclosure.

[www.lcwc.ac.uk](http://www.lcwc.ac.uk)



## DEVELOPMENT OFFICER (TEMPORARY)

Salary - £28,403 p.a. - £31,340 p.a.

Full Time – 37 Hours Per Week

Based at our Head Office, Nook Street, Workington

This is a temporary appointment for approximately 12 months to cover maternity leave.

**Closing date: Wednesday 12th December 2012**

**Interviews: Wednesday 19th December 2012**

For further details about this post and to apply, please visit our website at [www.impacthousing.org.uk](http://www.impacthousing.org.uk) and follow the link to our online recruitment system. If you experience any problems with this please telephone (01900 842145).

Please note CVs will not be considered/acknowledged.



**Impact Housing Association Ltd - Committed to equal opportunities**



Anything of interest? If the answer is 'yes' then telephone the relevant number at the end of each advert for 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](http://cumbria.gov.uk/jobs)**

Compiled by Cumbria County Council. Email: [advertising.unit@cumbriacc.gov.uk](mailto:advertising.unit@cumbriacc.gov.uk).

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# CAPITA

## HR SOLUTIONS

Would you like to join the leading professional support services organisation in the UK and to be part of an exciting and enterprising team delivering services to the Education Sector? We provide HR Consultancy and HR Transactional Services to clients from our education centre of excellence in Carlisle. We currently have the following opportunities:

### HR CONSULTANT

Delivering HR Consultancy to Education clients across the Cumbria region.

Providing employee relations advice and guidance in unionised environments on areas such as discipline, capability, grievance, absence, change management and TUPE. We are seeking an experienced HR Consultant with the ability to manage effective relationships with clients.

Further details can be requested from Karen Rees (HR Business Manager) by emailing [karen.rees@capita.co.uk](mailto:karen.rees@capita.co.uk) Applications (in the form of a CV and a covering letter very clearly detailing how your skills, qualifications and experience meet the essential requirements in the person specification. Completed applications should be returned to this email address by no later than Monday 10th December 2012.

As an equal opportunities employer we positively welcome applications from women and men, regardless of their racial, ethnic origins, disability, aged up to 65, sexuality or responsibility for dependents.

## HR Consultant HR Administrator Payroll Administrator

### HR ADMINISTRATOR

Responsible for supporting clients from appointment through to termination. This will cover all administration aspects including providing accurate and up to date advice on local and national terms and conditions of employment.

A good standard of education (3 GCSE's or equivalent, to include English and Mathematics) plus experience of Microsoft word and Excel is essential.

### PAYROLL ADMINISTRATOR

Responsible for a selection of payrolls, data input and maintenance of employee computerised payroll records and calculation of gross to net pay. In addition you will calculate sickness, maternity, paternity and adoption payments and provide appropriate advice.

You will be required to liaise with clients and statutory bodies and administer statutory and third party deductions.

Further details of the HR Administrator and Payroll Administrator posts can be obtained by e-mailing [pauline.peddelt@capita.co.uk](mailto:pauline.peddelt@capita.co.uk). Completed applications should be returned to this email address by no later than Monday 10th December 2012.



## CALDEW SCHOOL

Dalston, Carlisle, Cumbria CA5 7NN.

Tel: (01228) 710044 Fax: 01228 710390.

E-mail: [office@caldew.cumbria.sch.uk](mailto:office@caldew.cumbria.sch.uk)

Website: [www.caldew.cumbria.sch.uk](http://www.caldew.cumbria.sch.uk)

### Administration Supervisor (full year) to assist with the co-ordination of the school office

**Salary: Grade 7 (BS4S) £19,621 - £20,198**

We are seeking to appoint a full time Administration Supervisor as soon as possible at this popular school. The supervisor will perform a number of functions including:

- working with the Business Manager to co-ordinate the work of our Admin Team
- help to identify development needs and train staff in specific aspects of school administration, such as the use of relevant ICT packages
- help maintain the content of the school website
- carry out general administrative tasks as part of the team
- perform line management functions within the admin team including performance management, recruitment and training
- assist the Business Manager in relation to securing service contracts and contingency and business and continuity

If you are interested in applying for this post please contact Mrs S Campbell, for further details and an application form or check the school website.

**Closing date for applications: 10 December 2012.**

**Start date: Early 2013.**

Caldew School is committed to the protection and safety of its pupils. The successful applicant will be required to undertake a criminal record check via the CRB. Caldew School is an equal opportunities employer.

## The University Hospitals of Morecambe Bay NHS Foundation Trust

### FULL TIME CONSULTANT DERMATOLOGIST Based at Royal Lancaster Infirmary and Westmorland General Hospital

An exciting opportunity has arisen to join our Trust, which is one of the largest providers of healthcare in the area, on the edge of the Lake District. This is a replacement post and you will join an existing team of Dermatologists and Physicians with special interests to create a dynamic and forward thinking team.

You will join a thriving and fully integrated Division of Medical Services comprising 26 Consultants. The Dermatology service provides high standard care to the local population and works closely with the local community.

The Hospitals are situated on the edge of the Lake District National Park, surrounded by an area of outstanding natural beauty offering superb outdoor and recreational activities, particularly related to the sea, lakes, fells and countryside.

The University Hospitals of Morecambe Bay NHS Foundation Trust has a keen interest and deep involvement in medical and dental education at both undergraduate and post graduate levels. Medical Students from Lancaster Medical School receive the whole of their education, academic and clinical, in Cumbria and North Lancashire following the Liverpool undergraduate medical curriculum. UHMBFT is the lead NHS organisation and takes responsibility throughout the five years of the degree for the provision of acute practice placements.

You must either be on the GMC Specialist Register in Dermatology or be within six months of obtaining your CCT award at the time of interview

Interview expenses will be paid from point of entry to the UK.

Informal discussions and/or visits are welcomed by Dr Andrew Higham, Tel: 01524 583311 or Dr Colin Brown on 01524 583604.

For an information pack and to apply please visit [www.jobs.nhs.uk](http://www.jobs.nhs.uk).

Job Ref: 331-LEM0171112.

Closing Date: 2 January 2013. Interview Date: 24 January 2013.



We are keen to promote flexible working arrangements wherever possible to support the needs of the service. We are committed to Equal Opportunities and operate a No Smoking Policy.

 If you are interested in the posts below and would like further details and an application form please visit our website [www.kendal.ac.uk](http://www.kendal.ac.uk) or email [jobs@kendal.ac.uk](mailto:jobs@kendal.ac.uk) or phone 01539 814742.

**Kendal College**  
a brighter future

### LECTURER 1 CHILDHOOD STUDIES

**Full-time Permanent Position**

**Salary £23,318 - £29,541**

**With additional duties possible**

**LECTURER 2 POSITION**

**Salary £31,344 - £33,252**

Due an internal promotion, this outstanding department is looking for a new lecturer. Ideally, you will be able to teach across a wide range of curriculum levels, from level 1 to Foundation Degree. This highly motivated and well established department prides itself on delivering high quality teaching and pastoral support to all our learners. You should have an experienced vocational background in working with children, along with a passion and enthusiasm which you will bring to the classroom to inspire our learners.

**Closing date for applications: Friday, 14 December 2012**

**Kendal College is committed to equal opportunities**

**In return we offer an opportunity to enhance your skills, work with an excellent team and facilities, generous holiday entitlement and a final salary pension scheme.**





## Cumbria County Council



**This office will be CLOSED from Monday 24 December 2012 until Wednesday 2 January 2013**  
**Please see below for changes to local advertising deadlines.**

All other publication dates and deadlines are available on request:

Cumbria County Council  
 Communications - Advertising  
 The Courts, Carlisle CA3 8NA.

Tel: (01228) 221720

email: [advertising@cumbria.gov.uk](mailto:advertising@cumbria.gov.uk)

### **Deadline - Monday 17 December:**

<b>Publication</b>	<b>Issue Date</b>
Westmorland Gazette	20 December
Whitehaven News	20 December
North West Evening Mail	20 December
Cumberland & Westmorland Herald	22 December
Evening News & Star	19 December - 22 December
Lancaster Guardian	20 December
Keswick Reminder	21 December (no edition on 28 December)

### **Deadline - Tuesday 18 December:**

<b>Publication</b>	<b>Issue Date</b>
Times & Star	21 December r
Cumberland News	21 December
North West Evening Mail	21 December
Evening News & Star	24 December - 4 January

### **Deadline - Wednesday 19 December:**

<b>Publication</b>	<b>Issue Date</b>
Westmorland Gazette	27 December & 3 January
Whitehaven News	27 December & 3 January
North West Evening Mail	27 & 28 December & 3 January
Cumberland & Westmorland Herald	29 December
Lancaster Guardian	27 December & 3 January
Cumberland News	28 December
Times & Star	28 December

**Last Jobs Bulletin for 2012 is Friday 14 December 2012**  
**Deadline Thursday 13 December 2012**



WISHING YOU ALL A VERY MERRY CHRISTMAS AND A HAPPY 2013!