



Big Life Families are pleased to offer **two exciting recruitment opportunities for a Volunteer Engagement Worker and an Administrator**. Both posts are part-time and based in the Trafford area and offer a motivated individual the chance to work within a committed team, learning new skills and supporting the aims of Big Life Families.

Big Life Families build on existing family strengths and their support structures to achieve better outcomes for children, families and communities. We are part of the Big Life group of social businesses and charities and we believe in creating opportunities for people to change their lives.

Volunteer Engagement Worker	
Reporting to:	Volunteer Coordinator
Salary:	£15,039 pro rata (Scale 2 point 16) fixed point
Working Hours:	17.5 hours per week
Fixed Term:	Until 31 March 2014
Holidays:	25 days per annum (rising to 30 days per annum after 5 year service), plus Bank Holidays, [pro rata]
Current Based:	Trafford Community Centre, Shrewsbury Street, Old Trafford, Manchester, M16 9AX
Holidays:	25 Days pr rata

The successful Volunteer Engagement worker will to assist with the recruiting, promoting, marketing and admin for the Big Life Families Trafford Volunteer Services and will have good IT skills, is a confident communicator and have had experience of working within a team in a role (paid or unpaid) which had contact with children and families.

For more information about this post, or to request an application pack, please contact Sue Thomas on 0161-912-2781 or at sue.thomas@biglifefamilies.com

Completed application forms should be sent to:

Sue Thomas

Big Life Families Trafford
Old Trafford Community Centre, Shrewsbury Street, Manchester, M16 9AX

Please note that the correct application form must be used, and CVs will not be accepted. Closing Date for application is **Tuesday 25th June 2013**.

Interviews to be held on **Tuesday 2nd July 2013**
Applications received after this time will not be considered.

The successful post holder will require an enhanced DBS (Disclosure and Barring Service) clearance (previously known as an enhanced CRB)

Administrator	
Reporting to:	Service Manager
Salary:	£15,039 pro rata (Scale 2 point 16) fixed point
Working Hours:	17.5 hours per week
Fixed Term:	Until 31 March 2014
Holidays:	25 days per annum (rising to 30 days per annum after 5 year service), plus Bank Holidays, [pro rata]
Current Based:	Trafford Community Centre, Shrewsbury Street, Old Trafford, Manchester, M16 9AX
Holidays:	25 Days pr rate

The successful administrator will have had good literacy and numeracy skills with experience working in an administrative capacity previously, this may be paid or unpaid.

For an informal discussion about the Administrator role please contact Lucy Gash on 07816413003, to request or send an application pack to lucy.gash@biglifefamilies.com
Or Lucy Gash, Big Life Families Trafford, **Old Trafford Community Centre, Shrewsbury Street, Manchester, M16 9AX**

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Good luck with your application!

The Big Life group positively promotes diversity in the workforce.

