



# Do you want to work for an award winning charity?

Telford & Wrekin CVS are looking for value driven people to join our dynamic and diverse team.

## Senior Manager – All Age Carers Centre

36 hours per week

Permanent

(Previous applicants need not apply)

If you are passionate about supporting unpaid family Carers, and leading an inspiring team of staff and volunteers, then this opportunity could be for you.

You will: -

- develop, co-ordinate and to manage the All Age Carers Centre.
- support the service to identify unmet need, set priorities and contribute to the local carer's strategy.
- ensure effective communication with the dedicated Carers Commissioner.
- Ensure appropriate and proportional representation of carers of all ages to participate in having their voices heard.
- Ensure the service supports carers in a person-centred way to remain safe within the community.
- support and supervise the staff team and oversee the supervision of volunteers.
- Operational Management Support across TWCVS
- Identifying funding streams, making grant applications to benefit the whole of the organisation

The successful candidate will be required to undertake Enhanced Disclosure and Barring Service check, and as the position requires the post holder to work in contact with vulnerable adults, Telford & Wrekin CVS is entitled to ask exempted questions under the provisions of the Rehabilitation of Offenders Act 1974 Exemptions Order 1975 and will require an Enhanced Disclosure from the Disclosure and Barring Service before any appointment can be confirmed. Telford & Wrekin CVS complies completely with the DBS Code of Practice; a copy of the code is available on request. Any criminal record shown on a disclosure will not necessarily be a bar to employment, any matter revealed will be discussed with the applicant before any offer of employment is withdrawn. Our Recruitment of Ex-Offenders Policy is available on request. Information obtained from the DBS will not be used unfairly.

**Closing Date: 15<sup>th</sup> November 2024**

For an informal discussion contact Jeni Kuczynska, Deputy CEO, on (01952) 916081 or by email [jeni.kuczynska@tandwcvcs.org.uk](mailto:jeni.kuczynska@tandwcvcs.org.uk)

For an application pack, please contact Karen Morrow, HR Officer, on (01952) 916036 or email [karen.morrow@tandwcvcs.org.uk](mailto:karen.morrow@tandwcvcs.org.uk)

Registered Charity Number: 702589

A Company Limited by Guarantee Number: 2436644