

The Best People : The Best Services

Delivering excellent services to over 620,000 people, we're one of the largest employers in the East Midlands and one of the top performing councils in the country. Through a positive and flexible approach and the desire to achieve results, we are making a real difference to people's lives.

Vacancies

Weekly Bulletin No. 311
w/c 29th June 2009

The majority of vacancies advertised in this Bulletin are open to members of the public and existing employees of Leicestershire County Council. However priority will be given to any County Council employees who are seeking redeployment because of potential redundancy and to whom the job does not represent a promotion. Any job marked ** is only available to such employees.

Whilst jobs may be advertised on a full-time basis we have a number of options for working flexibly, e.g. job share, term-time working, flexible working hours, etc. These options are subject to operational needs but can be discussed as part of the selection procedure.

Disabled people will be guaranteed an interview if they meet the minimum requirements for the job. We are committed to equality of opportunity in employment and services. If disabled applicants require job details in a different format, please let us know.

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Unless otherwise stated, application forms and further details are available online at www.leics.gov.uk/jobs
If you are unable to access the internet please contact the Employee Service Centre Helpdesk, County Hall, Glenfield, Leicester LE3 8SR. Tel: (0116) 305 8815 (Monday to Thursday 8.30am - 5.30pm) (Friday 8.30am - 4.30pm)
Please quote appropriate reference. Registered with the Criminal Records Bureau and will undertake checks for certain posts.

Free Internet access is available at all Leicestershire libraries and service points

LARGE PRINT OR COPIES ON DIFFERENT COLOURED PAPER ARE AVAILABLE

If you would like a copy please contact: Employee Service Centre Helpdesk, on
(0116) 305 8815



COMMITTED TO EQUALITY OF OPPORTUNITY
IN EMPLOYMENT AND SERVICES.



Leicestershire
County Council



Assistant Youth Worker

273.5 hours per annum

£2,307 - £3,048

Ref: YSS-COU5

Countesthorpe

No experience necessary. You will work with young people aged 11-19 in three evening centre based projects across the Countesthorpe locality with responsibility for organising fun activities underpinned by a learning curriculum.

An enhanced CRB applies to this post

Application forms and further details are available online www.leics.gov.uk/jobs or telephone the Employee Service Centre on 0116 305 8815

Please send completed application forms to South Area Youth Office, 66 Kingsway North, Braunstone, Leicester LE3 3BD. For more information please call 0116 2824540

Closing date: 17th July 2009

Assistant Youth Worker

Part-time 200 hours per annum

£1,683 - £2,224

Ref: YSW-KEG11a

Castle Donington

Working with ages 10-19, qualifications are not necessary as training will be available. The person appointed will be working alongside, and supervised by, an experienced qualified Youth worker based at Castle Donington Pavilion, Monday & Tuesday evenings.

An Enhanced CRB check applies to this post

Application forms and further details are available online www.leics.gov.uk/jobs or telephone the Employee Service Centre on 0116 305 8815

Please send completed Application forms to:- West Area Youth Office, Coalville Business Centre, Goliath Road, Hermitage Industrial Estate, Coalville, Leicestershire. LE67 3FT 01530 836879

Closing date: 17th July 2009

Assistant Youth Worker

Part-time 200 hours per annum.

£1,683 - £2,224

Ref: YSW-KEG12

Castle Donington Spital Pavilion

Working with ages 10-19, qualifications are not necessary for this post as training will be available. The person appointed will be working alongside, and be supervised by an experienced qualified Youth Worker based at Castle Donington Pavilion on Wednesday evenings.

An enhanced CRB check applies to this post

For informal enquiries about this post, please telephone 01530 836879

Application forms and further details are available online www.leics.gov.uk/jobs or telephone the Employee Service Centre on 0116 305 8815

Please send completed application forms to West Area Youth Office, Coalville Business Centre,

Goliath Road, Hermitage Industrial Estate, Coalville, Leics, LE67 3FT

Closing date: 17th July 2009

Assistant Youth Worker - Youth Lorry Mobile Project

270 hours per annum

£2,272 - £3,003

Ref: YSW-KEG13

Kegworth

This new and exciting project will take place throughout the villages surrounding the Kegworth locality, with the Youth Lorry. The project aims to reach out our services to young people that are currently rurally isolated. Qualifications not necessary.

An enhanced CRB check applies to this post

For an application form and further details please contact The West Area Youth Office 01530 836879

Please return completed applications to:- West Area Youth Office, Coalville Business Centre, Goliath Road, Hermitage Industrial Estate, Coalville, Leicestershire, LE67 3FT

Closing date: 17th July 2009

Debt Recovery Assistant

£15,672 - £16,929

Ref: 193ASC

County Hall, Glenfield

You will assist the Debt Control Officer in ensuring that debt recovery action is carried out in accordance with County Council procedures and practices, and that debt control records are adequately maintained.

Application forms and further details are available online www.leics.gov.uk/jobs or telephone the Employee Service Centre on 0116 305 8815

Closing date: 13th July 2009

Detached Youth Worker

Part-time 190 hours per annum.

£1,941 - £3,164

Ref: YSS-BLA1

Blaby District

We seek an experienced detached youth worker to work on Thursday and Friday evenings, across the Blaby District, with young people who are at risk of anti-social behaviour.

An enhanced CRB check applies to this post.

For an informal discussion about this post, please contact Judy Richardson on 0116 282 4540.

Application forms and further details are available online www.leics.gov.uk/jobs or telephone the Employee Service Centre on 0116 305 8815

Please send completed application forms to South Area Youth Office, 66 Kingsway North, Braunstone, Leicester, LE3 3BD.

Closing date: 17th July 2009

Detached Youth Worker

Part-time 230 hours per annum

£2,085 - £3,399

Ref: YSS-LUT4

Lutterworth

We require an enthusiastic and motivated person to work with young people in park localities, providing activities and trips and working towards positive learning experiences.

An enhanced CRB check applies to this post

For further information about this post, please contact Lee Kramer, Youth Development Worker at Lutterworth Youth Centre on 01455 205 140

Application forms and further details are available online www.leics.gov.uk/jobs or telephone the Employee Service Centre on 0116 305 8815

Please return all completed applications to South Area Youth Office, 66 Kingsway North, Braunstone, Leicester, LE3 3BD

Closing date: 17th July 2009

Detached Youth Worker x2

Part-time permanent position 200 Hours per annum.

£2,043 - £3,331

Ref: YSS-OAW6a

Oadby & Wigston

You will be a dynamic and committed worker with previous youth work experience and have potential to deliver high quality detached youth work across the Oadby & Wigston locality.

An enhanced CRB will be required for this post

For further information and an application form please telephone 0116 2824540

Please send completed application forms to: South Area Youth Office, 66 Kingsway North, Braunstone, Leicester. LE3 3BD

Closing date: 17th July 2009

Detached Youth Worker

300 hours per annum

£3,066 - £4,998

Ref: YSW-IBS2

Coalville - Ibstock

You will be working with young people age 11-22 years within Coalville and surrounding villages. Being involved in street work and encouraging those worked with, into a variety of youth provision. The post operates over 40 weeks term time only, three evenings per week.

An enhanced CRB applies to this post

Application forms and further details are available online www.leics.gov.uk/jobs or telephone the Employee Service Centre on 0116 305 8815

Please send completed application forms to West Area Youth Office, Coalville Business Centre, Goliath Road, Hermitage Industrial Estate, Coalville, Leicestershire LE67 3FT Telephone number 01530 836879

Closing date: 17th July 2009

Early Years Admin Assistant

Temporary for approx 10 months to cover maternity leave

£15,672 - £16,929

Ref: 202CS

Rothley

You will be responsible for providing administrative support for staff involved in the Bookstart programme, which encourages long-term use of books and libraries. You should have a flexible approach, good communication skills and proven clerical experience including MS Office skills.

An enhanced CRB check applies to this post

For an informal discussion please contact Glenys Willars 0116 3055308

Application forms and further details are available online www.leics.gov.uk/jobs or telephone the Employee Service Centre on 0116 305 8815

Closing date: 13th July 2009

Interview date: 28th July 2009

Economic Partnerships and External Funding Manager

Temporary - 2 Years

£29,004 - £40,638

Ref: 200CE

County Hall, Glenfield

We are looking for someone to develop, co-ordinate and implement our economic partnerships, external funding and European policy functions. You will have significant experience of partnership working, outstanding project management and interpersonal skills and be an excellent communicator.

For informal Enquiries please contact Nicole Rickard on telephone 0116 3056977

Application forms and further details are available online www.leics.gov.uk/jobs or telephone the Employee Service Centre on 0116 305 8815

Closing date: 13th July 2009

Interview date 29th July 2009

Leicestershire & Rutland Effective Partnerships Manager

Temporary Secondment Opportunity -18
Months

£29,004 - £35,613

Ref: 198CE

Various locations

This post is funded through the Leicestershire, Leicester and Rutland RIEP programme. Your role will be to enhance the efficiency and effectiveness of partnership working in the area and therefore we are looking for someone with considerable experience of both partnership and project management experience and excellent interpersonal skills

For an informal enquires about this post please contact Nicole Rickard on telephone number 0116 305 6977

Application forms and further details are available online www.leics.gov.uk/jobs or telephone the Employee Service Centre on 0116 305 8815

Closing date: 27th July 2009

PA to Executive Director

Temporary Maternity Cover - 6 months
initially

SCP 18 - 21 £16,991 - £18,937

Ref: 199CE

Melton Mowbray

Provides a full PA service to the Executive Director, including minuting meetings and preparing / producing written documents, letters minutes etc. You need significant experience of working as a PA to a senior manager and some experience of minute taking. A high level of written and verbal communication skills is essential.

For informal enquiries about this post, please contact Dr Stuart Young on telephone number 01664 502559

Application forms and further details are available online www.leics.gov.uk/jobs or telephone the Employee Service Centre on 0116 305 8815

Completed applications to be sent to Irene Reynolds - Office Manager, East Midlands Regional Assembly Council Offices, Nottingham Road, Melton Mowbray, Leicestershire LE13 0UL

Closing date: 16th July 2009

Interview date 27th July 2009

Physical Activity Development Officer (Active Together)

Temporary 2 years full-time position
(subject to annual funding)

£25,245 - £28,353

Ref: 196CS

Loughborough University

You will be responsible for supporting the delivery of the Successful Leicestershire Active Together programme in it's aim to increase adult (16 years plus) participation levels in physical activity.

Informal enquiries please contact Noel Haines on 01509 226747

Application forms and further details are available online www.leics.gov.uk/jobs or telephone the Employee Service Centre on 0116 305 8815

Closing date: 17th July 2009

Interview dates are 11th, 12th, or 13th August 2009

Physical Activity Officer (Special Projects)

Temporary Full-time post for 2 years
(subject to annual funding)

£25,245 - £28,353

Ref: 197CS

Loughborough University

Working in conjunction with the Active Together project, you will be responsible for developing a core offer of walking, cycling, swimming and dance opportunities for adults (aged 16 years plus) across Leicestershire, with the aim to increase adult participation levels in physical activity.

Application forms and further details are available online www.leics.gov.uk/jobs or telephone the Employee Service Centre on 0116 305 8815

Closing date: 17th July 2009

Interview Dates are 11th, 12th or 13th August 2009.

Policy Officer

Temporary Part-time 18.5 hours per week
for 6 months.

£10,999 - £12,166

Ref: 201CE

County Hall, Glenfield

You will support Programme Managers in the Policy and Partnerships Team to implement projects across a wide range of policy areas. You will be enthusiastic, a team player, a great communicator and effective at planning and implementing projects

Informal enquiries please contact Nicole Rickard on 0116 3056977

Application forms and further details are available online www.leics.gov.uk/jobs or telephone the Employee Service Centre on 0116 305 8815

Closing date: 15th July 2009

Responsible Area Youth Worker

851 hours per annum

£8,697 - £14,176

Ref: YSW-HIN1

Hinckley

The location of this post is to be confirmed.

A qualified and experienced worker to co-ordinate Voice of Young People work in Hinckley & Bosworth. Includes supporting the Youth Council and developing Senior Member Training opportunities. Up to three evening sessions per week and some weekends. Transport essential.

An enhanced CRB applies to this post

Application forms and further details are available online www.leics.gov.uk/jobs or telephone the Employee Service Centre on 0116 305 8815

Please send completed application forms to West Area Youth Office, Coalville Business Centre, Goliath Road, Hermitage Industrial Estate, Coalville, Leicestershire LE67 3FT Telephone number 01530 836879

Closing date: 17th July 2009

Responsible Youth Worker - Leader

Temporary to 31st July 2010

Part Time - 460 hours per annum

£4,701 - £7,663

Ref: YSC-E2E-GYC1

Glenfield

Responsible youth work leader required to deliver programme of development to address barriers to education & employment with the aim of moving young people into work, college or apprenticeships. Project delivers basic skills, PSD and employability skills.

An Enhanced CRB Check applies to this post

For an informal discussion about this post please contact Stuart Cross on telephone number 0116 305 6338

Application forms and further details are available online www.leics.gov.uk/jobs or telephone the Employee Service Centre on 0116 305 8815

Please send completed application forms to: Sarah Brown, Leicestershire Youth Service, Room G16, County Hall, Glenfield, Leicester. LE3 8RF

Closing date: 17th July 2009

Responsible Youth Worker (Traveller education project)

Permanent Part-time position 18.5 hours per week

£8,697 - £14,176

Ref: YSC -TE1

Beaumanor Park, Loughborough

This new and exciting responsible youth worker post, will work with young people from travelling communities

around the County. The hours of work will comprise of day time and evenings. Experience of youth work essential.

An enhanced CRB is required for this post.

For further details and an application form please telephone Andy Hitchcock on 0116 2670840

Please return completed applications to North Area Youth Office, Longslade Community College, Wanlip Lane, Birstall, Leicester. LE4 4GH

Closing date: 17th July 2009

Responsible Youth Worker

Part-time 7 hours per week

(273.5 hours per annum)

£2,800 - £4,564

Ref: YSS-COU4

Countesthorpe

Experience is essential. You will work with young people aged 11-19 in 3 evening centre based projects across the Countesthorpe locality, with responsibility for organising fun activities underpinned by a learning curriculum.

An enhanced CRB check applies to this post

For further information about this post, please contact Kirk Sellers, Youth Development Worker on 0116 264 2316

Application forms and further details are available online www.leics.gov.uk/jobs or telephone the Employee Service Centre on 0116 305 8815

Please send completed application forms to South Area Youth Office, 66 Kingsway North, Braunstone, Leicester, LE3 3BD

Closing date: 17th July 2009

Responsible Youth Worker

480 hours per annum

£4,905 - £7,995

Ref: YSW-IBS1

Coalville/Ibstock

Working with young people age 11-22 years in a variety of settings including Young Parents groups, young people excluded from education and other services, Voice of Young People work. You must have experience of working with vulnerable or challenging young people. This post operates mainly term time.

An enhanced CRB check applies to this post

For informal enquiries/application pack please contact West Area office 01530 836879

Please return completed applications to: West Area Youth Office, Coalville Business Centre, Goliath Road, Hermitage Industrial Estate, Coalville, Leicestershire, LE67 3FT

Closing date: 17th July 2009

Library Services Review Support Officer

Temporary until April 2010 - Ideal
Secondment Opportunity
£21,999 - £24,333
Rothley Crossroads

Ref: 192CS

To co-ordinate and provide administrative support to the project manager, work stream leads and task groups within the strategic review of Library Services. You must be enthusiastic and organised with a high degree of experience with Microsoft Office software.

For enquires about this post please telephone Steve Kettle on 0116 53801

Application forms and further details are available online www.leics.gov.uk/jobs or telephone the Employee Service Centre on 0116 305 8815

Closing date: 13th July 2009

Interview Date 28th July 2009

Safeguarding Adults Manager

£36,783 - £40,638

Ref: 194ASC

Mountsorrel

To promote best practice in safeguarding adults, emphasising co-ordination and focus on the prevention of abuse, risk management and quality assurance, and to meet the challenge of personalisation. Social work qualification, extensive experience and knowledge of safeguarding adults are essential.

An enhanced CRB applies to this post

Application forms and further details are available online www.leics.gov.uk/jobs or telephone the Employee Service Centre on 0116 305 8815

Closing date: 13th July 2009

Senior Technician

Temporary for 7 Months

£21,999 - £24,333

Ref: 204HTWM

County Hall, Glenfield

To assist in organising, developing and managing the County Councils contracts for the management of waste and contribute to meeting its obligations as the Waste Disposal Authority. To support the day to day working of the team in meeting its obligations in the disposal and recycling strategy and associated contracts.

For informal Enquiries please contact Rashik Lad on telephone 0116 305 7343

Application forms and further details are available online www.leics.gov.uk/jobs or telephone the Employee Service Centre on 0116 305 8815

Closing date: 17th July 2009

Interview date: 5th August 2009

Sports Development Officer

Temporary full-time post for 2 years (2nd year subject to funding)

£25,245 - £28,353

Ref: 195CS

Loughborough University

You will be responsible for supporting the delivery of the Sport Unlimited Project, steering Leadership and Sports Volunteering (including the Step Into Sport programme). You will also be responsible for assisting the National Governing Body of Sport agenda.

Informal enquiries please contact Noel Haines on 01509 226 747

Application forms and further details are available online www.leics.gov.uk/jobs or telephone the Employee Service Centre on 0116 305 8815

Closing date: 17th July 2009

Interview dates 11th,12th or 13th August,2009

Waking Night Supervisor

£15,672 - £16,929

Ref: 203CYPS

Wigston

To provide supervision and care through the night to the young people residing at the home and ensure the premises are secure. Must have experience of working with young people with challenging behaviours. Basic written English essential

An enhanced CRB applies to this post

Application forms and further details are available online www.leics.gov.uk/jobs or telephone the Employee Service Centre on 0116 305 8815

There will be an open event for shortlisted candidates on Thursday 30th July 2009

Closing date: 15th July 2009

Interview date 4th August 2009

External Organisations

CMS Data Manager

Temporary

£17,394 - £18,936

Ref: CMS/1

Enderby

As part of a dedicated team involved in the production of ESPO catalogues, this position requires a good eye for detail and a commonsense approach to problem solving. The main purpose of this role is to enter and manage text data and graphics using our Catalogue Management System (CMS) to produce printed and electronic catalogues. This involves liaising with other members of the Catalogue Production Team and also staff from the various buying teams. The catalogue is produced to a very tight production schedule and as a result there is an expectation that extra hours and some weekend working will be required.

ESPO offer a final salary pension scheme and is based at Barnsdale Way, Grove Park, Enderby, Leics. LE19 1ES, where there is free on site car parking

ESPO – a local authority purchasing & distribution consortium based in Leicester responsible for the procurement of a wide range of goods and services principally but not restricted to local authorities in the Midlands and East Anglia.

For an application pack phone (0116) 294 4132, or email on jobpackespo.org.

Closing date: 10th July 2009

Kitchen Assistant Ref: KA-ICC

Permanent 10 hours per week term time, 3 teacher days and 2 cleaning days

Work hours:- 11.45 am to 1.45 pm term-time plus teacher days and 2 training days

Salary £6.21 - £6.30 per hour

Saint Charles Catholic Primary School, Measham

We require enthusiastic and capable people to assist the Catering Team in providing quality catering to high school students, local primary schools and hospitality events.

Duties include preparation of dining areas, serving meals and cleaning.

For Informal enquiries/application details:

Tel: 01530 265823 or e-mail

jobsibstockcollege.leics.sch.uk

Closing date: 13th July 2009

Learning Support Assistant

Temporary Part-time 8.45am to 1.20pm. 22 hours 45minutes per week. for 1 term from 1st September 2009 Ref: LSA-Sch Grade 5 Salary £14,296 pro rata. Hinckley

You will be required to support a child with a statement. We are looking for an enthusiastic member of staff who is reliable, committed, patient and firm with a desire to help children learn. Knowledge of Makaton signing would be an advantage, training available for suitable applicant. This job would also entail supporting the pupil during the lunch hour including arranging suitable playtime games to encourage social interaction.

If you would like to join our team, please send your CV plus 2 references to Mrs Carol Cooper Headteacher, St. Mary's CE Primary School, Station Road, Hinckley, Leics, LE10 1AW

Closing date: 3rd July 2009

Learning Support Assistant

Temporary for one year from 1st September 2009 16.5 hours per week £13,026 - £15,291 pro-rata (2009-10 pay award pending) Ref: TA-LSA-SEPT09 Loughborough

We are looking for a well organised, reliable and flexible person to join our friendly team of staff. Main duties will include providing classroom support and working under the direct supervision of a teacher to carry out planned learning activities with small groups or individual pupils.

The position is subject to an enhanced CRB check

For further information or an application pack please contact: Mrs Ann Teale, The School Bursar, Thorpe Acre Junior School, Alan Moss Road, Loughborough, Leicestershire LE11 4SQ Tel: 01509 214974 or E-mail: officetaj.leics.sch.uk

Closing date: 6th July 2009

Interview date: 9th July 2009