



RAINBOWS BEREAVEMENT SUPPORT GREAT BRITAIN

(Charity No: 1058476)

The Trustees of Rainbows Bereavement Support GB are seeking to appoint two enthusiastic and appropriately skilled individuals to operate their relocated National Resource Centre in Maricourt, Hall Lane, Maghull, L31 3DZ with effect from 3rd September 2018.

A Resource Centre Manager (*17.5 hours per week*)

and

A Deputy Resource Centre Manager (*15 hours per week*)

Both posts are worked Monday to Thursday between 9.30am and 2.30pm for 48 weeks of the year. (*The Centre will normally be closed for the month of August.*)

Rainbows Bereavement Support GB is a national charity which offers training to school staff in bereavement and loss, and provides bereavement support programmes for children and young people grieving a significant and often devastating loss in their lives.

The current National Resource Centre, based in Oldham, sends resources to schools throughout Great Britain. It is planned to close on 31st July 2018 prior to relocating to Maricourt, Hall Lane, Maghull, L31 3DZ

Further details for both of these important posts are attached. If you would like to know more about either post before making an application, we warmly encourage you to contact Sue McDermott OBE, Non-Executive Director and Trustee. Application forms and further information about Rainbows Bereavement Support GB are available on our website at www.rainbowsgb.org or directly from Sue: sue.rainbowsgb@btconnect.com

Closing date for both posts: 9am on the 18th June 2018.

Shortlisting will take place on Monday afternoon 18th June 2018

Interviews will be held in Liverpool on June 26th 2018

Start Date: 3rd September 2018.

Training and induction will take place prior to the start date and by negotiation.

POST ONE: RESOURCE CENTRE MANAGER

17.5 hours a week; worked over four days for 48 weeks of the year;

Required for 3rd September 2018

JOB TITLE:	Resource Centre Manager
PLACE OF WORK:	Rainbows Bereavement Support GB National Resource Centre, Maricourt, Hall Lane, Maghull, L31 3DZ
PAY:	£11.60 an hour
HOURS:	17.5 hours per week
CONTRACT:	Permanent, part-time
REPORTING TO:	Non-Executive Director, Rainbows Bereavement Support Great Britain
MAIN PURPOSE:	To act as Manager of the National Resource Centre distributing Rainbows materials to schools throughout Great Britain, and to take responsibility for all associated management systems and administration associated with this task.

PERSON SPECIFICATION:

It is essential that applicants are able to show that they have:

Education and Experience

- Good literacy and numeracy skills
- Proven experience of successful working in an office environment using administrative and financial skills

Knowledge, Skills and Abilities

- The ability to communicate effectively and appropriately via email and telephone with school staff, Rainbows Registered Directors and a wide range of professionals
- The ability to plan and manage time, be computer literate and reliable
- The ability to be self-motivated, to work alone and as part of a team with minimum supervision
- The ability to handle sensitive and confidential information
- The ability to prioritise workload of self and others and have basic management skills
- An appropriate empathy towards vulnerable children and adults and an understanding of the issues surrounding bereavement and loss

Applicants will further need to show that they possess the following basic skills:

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| • Organisation of office procedures including financial management | Essential |
| • Computer knowledge, experience and skills | Essential |
| • Confident user of Microsoft Word | Essential |
| • Working Knowledge of MYOB software or similar packages | Desirable |
| • Working knowledge of Microsoft Excel, | Desirable |
| • Working knowledge of Publisher programmes | Desirable |

In addition, applicants should have empathy with the mission of Rainbows. Applicants will also be expected to work with people of all religious faiths or none. The post is subject to an enhanced DBS disclosure check and a medical.

JOB DESCRIPTION:

Main Purpose of the Job

1. Under the guidance of the Non-Executive Director, to take responsibility for the day to day management and organisation of the National Resource Centre:
 - by providing an efficient and effective delivery service to Rainbows Registered Directors, schools and other organisations;
 - by being responsible for undertaking administrative, financial and organisational processes within the Centre
2. To use 'Mind Your Own Business' (MYOB) software or any similar software package for the control of stock and financial management and for managing orders throughout Great Britain including:
 - receiving and acting on orders for packing and distribution;
 - packing and supervising packing and collection for despatch;
 - raising invoices as required
 - keeping daily accounts, paying suppliers,
 - reconciling monthly bank statements;
 - paying expenses to Rainbows Registered Directors;
 - paying expenses to relevant individuals within the organisation;
 - managing petty cash;
 - managing stock control;
 - maintaining accounts for annual inspection
 - manage and constantly update all data bases
 - provide reports to the Trustees as and when required
 - maintain and submit quarterly VAT returns
3. General Duties:
 - To undertake 'in house' printing and photocopying.
 - To maintain an efficient filing system
 - To order stock when required
 - To book venues for conferences and training events
 - To liaise with carriers and others always seeking best value.
 - To undertake such other duties as the Trustees shall request from time to time.

HOW TO APPLY:

Application forms are available from the Rainbows website www.rainbowsgb.org or Sue McDermott OBE at sue.rainbowsgb@btconnect.com

Fully completed applications, including the names of two referees need to be sent electronically or by post and must be received by 9am on Monday 18th June 2018 at sue.rainbowsgb@btconnect.com or 86 Station Road, Hatfield, Doncaster DN7 6QL



POST TWO:

DEPUTY RESOURCE CENTRE MANAGER

(15 hours a week; worked over four days for 48 week year)

Required for 3rd September 2018

JOB TITLE:	Deputy Resource Centre Manager
PLACE OF WORK:	Rainbows National Resource Centre, Maricourt, Hall Lane, Maghull, L31 3DZ
PAY:	£10.10 an hour
HOURS:	15 hours per week over four days
CONTRACT:	Permanent, part-time
REPORTING TO:	The Manager of the National Resource Centre
MAIN PURPOSE:	To act as Deputy Manager of the National Resource Centre distributing Rainbows materials to schools throughout Great Britain and all packing and administration associated with this task.

PERSON SPECIFICATION:

It is essential that applicants are able to show that they have:

Education and Experience

- Good literacy and numeracy skills
- Proven experience of successful working in an office environment using administrative and financial skills

Knowledge, Skills and Abilities

- The ability to communicate effectively and appropriately via email and telephone with school staff, Rainbows Registered Directors and a wide range of professionals
- The ability to plan and manage time, be computer literate and reliable
- The ability to be self-motivated, to work alone and as part of a team with minimum supervision
- The ability to handle sensitive and confidential information
- The ability to prioritise workload of self and have basic management skills
- An appropriate empathy towards vulnerable children and adults and an understanding of the issues surrounding bereavement and loss

Applicants will further need to show that they possess the following basic skills:

- | | |
|--|-----------|
| • Organisation of office procedures including financial management | Essential |
| • Computer knowledge, experience and skills | Essential |
| • Confident user of Microsoft Word | Essential |
| • Working Knowledge of MYOB software or similar packages | Desirable |
| • Working knowledge of Microsoft Excel, | Desirable |
| • Working knowledge of Publisher programmes | Desirable |

In addition, applicants should have empathy with the mission of Rainbows. Applicants will also be expected to work with people of all religious faiths or none. The post is subject to an enhanced DBS disclosure check and a medical.

JOB DESCRIPTION:

Main Purpose of the Job

4. To support the provision of an efficient and effective delivery service to Rainbows Registered Directors, schools and other organisations throughout Great Britain under the guidance of the Manager of the National Resource Centre. To act as deputy in all management responsibilities of the Centre and to manage the operation in the absence of the Manager.
5. To become familiar with 'Mind Your Own Business' (MYOB) software or any similar software package for the control of stock and financial management and for working with the Manager in dealing with orders for distribution throughout Great Britain including:
 - receiving and acting on orders for packing and distribution;
 - packing and supervising packing and collection for despatch;
 - raising invoices as required
 - keeping daily accounts, paying suppliers,
 - reconciling monthly bank statements;
 - paying expenses to Rainbows Registered Directors;
 - paying expenses to relevant individuals within the organisation;
 - managing petty cash;
 - managing stock control;
 - maintaining accounts for annual inspection
 - update all data bases as and when required
 - provide reports to the Trustees as and when required
 - maintain and submit quarterly VAT returns
 - calculating royalties as required
6. To support the Manager of the Resource Centre in the following General Duties :
 - To undertake 'in house' printing and photocopying.
 - To maintain an efficient filing system
 - To order stock when required
 - To prepare mail shots, publicity and promotions as required.
 - To book venues for conferences and training events
 - To liaise with carriers and others always seeking best value.
 - To undertake such other duties as the Trustees shall request from time to time.

HOW TO APPLY:

Application forms are available from the Rainbows website at www.rainbowsgb.org or from Sue McDermott OBE at sue.rainbowsgb@btconnect.com

Fully completed applications, including the names of two referees need to be sent electronically or by post and must be received by 9am on Monday 18th June 2018 at sue.rainbowsgb@btconnect.com or 86 Station Road, Hatfield, Doncaster DN7 6QL

