

## LEISURE & COMMUNITY DEVELOPMENT

### Careline Manager

£21,282 - £25,911 p.a. (pay award pending)

The Careline Centre is one of only a handful of organisations in the country to achieve independently audited compliance with the Code of Practice for Social & Community Alarm Providers (ASAP). The Centre, based in Hitchin, provides a community alarm service for around 1,100 vulnerable and older people throughout North Herts. It also provides a monitoring service for around 21,000 clients under contract with 40 other councils and housing associations across five counties.

The key responsibilities of the Careline Manager are to manage all aspects of the work of the Careline team, controlling budgets and overseeing staff development, and be part of the extended management team of the Leisure & Community Development Directorate of North Hertfordshire District Council. Also to promote the work of Careline and seek out new opportunities for expanding the Service.

We are looking for someone with proven Supervisory/Management experience in a similar field, experience in managing a 24 hour service would be desirable. The successful candidate will need to have excellent interpersonal and communication skills plus experience of dealing with the elderly and people with disabilities. Due to the nature of the job you must have the ability to work flexible hours/days and to be 'on call' if necessary. Hitchin has good access to the M1 and A1(M), a mainline train station and ample parking is situated nearby.

**Closing date: 27 June 2003 at noon.**

**Interview date: Friday, 4 July 2003.**

For an application pack please write to **Amanda Penhall, Personnel and Training Co-ordinator, Leisure and Community Development, Council Offices, Gernon Road, Letchworth, Herts SG6 3JF** or email to [beverley.mccabe@north-herts.gov.uk](mailto:beverley.mccabe@north-herts.gov.uk)  
Alternatively you could visit our website at [www.north-herts.gov.uk](http://www.north-herts.gov.uk)

As a Council committed to equality of opportunity we welcome applications from all sections of the community. People with a disability who meet the person specification will be guaranteed an interview.



INVESTOR IN PEOPLE