

Bolton at Home has been created by Bolton MBC to deliver borough-wide housing management and private sector renewal within a regeneration framework.

The following opportunity has arisen in our organisation.

ELDERLY SERVICES MANAGER (CARELINE) £24,708 - £29,100

An additional Manager is required to manage the Careline Service within the Elderly Services team. The hours will be 80% during normal office hours, with the remaining 20% worked outside office hours or at the weekend.

The post holder will have a role in planning and policy development of health and wellbeing in the Community.

You will have:

- ✓ The ability to work out of hours.
- ✓ The knowledge and experience of managing an out of hour's service.
- ✓ The ability to manage shift workers including to assert and challenge.
- ✓ An understanding of the changes affecting the health and social care agenda.
- ✓ Proven management skills including Change Management, resource investigation, networking and influencing, leadership and performance management.

We positively encourage applications from disabled people and people from a Black / Asian background as part of our demanding Valuing Diversity policy. Work-life balance forms an essential part of the culture of our organisation.

Application forms and further details are available online at www.bolton.gov.uk or Tel: (01204) 338006 – direct line 9am – 5pm Monday to Friday, or (01204) 331212 – 24 hours answering service, or from Access Bolton at the One Stop Shop, Town Hall, Bolton, BL1 1RU or by e-mail to recruitment@bolton.gov.uk

Completed application forms should be returned to christine.pardon@bolton.gov.uk by 5 p.m. Friday 25th February 2005.

Interviews will be held Wednesday 16th March.