

THE JOBSHOP

www.brent.gov.uk/jobs

M A G A Z I N E

There's no limit
to our ambition



Delivering local jobs and training for all

ISSUE 58 | January 2010



Brent Transport Services helps vulnerable children, young people and adults with special needs and disabilities to access education, care and social services that they need, whilst also developing independence and choice in travel provision. We are now looking to fill a number of key posts to take the organisation forward to new heights of service performance, efficiency and effectiveness.

Head of Brent Transport Services

Up to £53,661 p.a. inc.

Ref No: 11080

We are now looking for an enthusiastic and innovative individual to lead the organisation and develop the service.

You will have experience in managing passenger transport services and hold a Certificate of Professional Competence (National). You will have an understanding of the special challenges facing vulnerable people who need to travel, and a passion to offer them the best possible transport service. You will also be experienced in managing a large workforce (200+) and a track record in delivering value for money services at high levels of performance.

You will be expected to deliver beneficial changes and improved services; maintaining the status quo is not our objective.

Business Support Manager

Up to £32,610 p.a. inc.

Ref No: 11081

We are now looking for an enthusiastic and innovative individual to join our small management team to manage all of the administrative functions required to support this important service.

Ideally, you will have experience in all of the key support functions of the post including contract management, quality system management, estate management, financial forecasting/appraisal and general office administration. However, we would also like to hear from you if your experience is limited to only some of these functions but you are looking to develop your wider skills as a general manager. You will certainly need to be flexible and self-reliant, and you will need to be able to juggle a diverse range of responsibilities to ensure that we deliver the highest possible quality service.

If you would welcome the opportunity to make a real contribution to our service, then we want to hear from you.

Successful applicants for each of these positions will be subject to vetting by Criminal Records Bureau and the Independent Safeguarding Authority.

Closing date for both posts: 22 January 2010.

To apply: Go to our careers website at www.brent.gov.uk/jobs

www.brent.gov.uk/jobs

BRENT - PROUD OF OUR DIVERSITY The council welcomes applications from all sections of the community



INVESTOR IN PEOPLE





Brent Transport Services helps vulnerable children, young people and adults with special needs and disabilities to access education, care and social services that they need, whilst also developing independence and choice in travel provision. We are now looking to fill a number of key posts to take the organisation forward to new heights of service performance, efficiency and effectiveness.

Independent Travel Co-ordinator

Up to £32,610 p.a. inc.

Ref No: 11082

Fixed term to February 2012.

We need someone to lead an exciting new initiative aimed at helping our clients to travel independently. You will create and champion a programme for delivery of independent travel training and support across Brent, and will work closely with clients and partner agencies.

You will have experience in working with disabled and vulnerable people and an understanding of the challenges that face them when travelling. You may have experience in training or education, or in the provision of accessible transport services, but we welcome applicants from a wide variety of backgrounds who share a passion with us for improving the lives of people through increasing their independence and access to transport services.

Assistant Despatch Supervisor

Up to £28,035 p.a. inc.

Ref No: 11083

We need an enthusiastic individual to supervise the daily crewing and despatch of our passenger transport fleet. You will have experience in passenger transport operations, the ability to assess and train our crews, and a passion for delivering efficient, on-time services for our clients. You will be flexible and determined and used to working in a dynamic and fast-changing environment.

Customer Services Officer

Up to £23,277 p.a. inc.

Ref No: 11084

We need an enthusiastic individual to join our customer services team in our busy transport operations centre.

You will have customer service experience and awareness of the transport difficulties faced by people with special needs and disability. You will also have experience in working with suppliers, to ensure that they deliver the services required. You will be flexible, calm under pressure and have a sympathetic and helpful approach.

If you would welcome the opportunity to make a real contribution to our service, then we want to hear from you.

Successful applicants for each of these positions will be subject to vetting by Criminal Records Bureau and the Independent Safeguarding Authority.

Closing date for all posts: 22 January 2010.



To apply: Go to our careers website at www.brent.gov.uk/jobs

www.brent.gov.uk/jobs

BRENT - PROUD OF OUR DIVERSITY The council welcomes applications from all sections of the community





Team Leader and Key workers urgently required.

Team Leader

Up to £35,418 p.a. inc. (under review)

Ref No: **11074**

Key Workers

Up to £28,035 p.a. inc. (under review)

Ref No: **11075**

Brent is now looking for dynamic, assertive and committed people, who want to work with those families with complex problems who could easily fall through the net. Family Intervention Projects have developed out of the Government's anti-social behaviour strategy. Tackling the complex and entrenched difficulties of this small minority of families who require additional and more focused intensive support.

Family intervention projects work to turn around the behaviour of these families and reduce their impact on

their community. By looking at the needs of all family members and co-ordinating a number of strategies over a sustained period of time to promote stability in these families' lives, prevent homelessness and improve opportunities for children. They combine intensive support with focused challenge.

The Team Leader will manage the Family Intervention Project and up to six key workers, who will work with a small caseload of complex "at risk" families and individuals. They will inspire and support the team in delivering high quality, intensive interventions which seek to reduce anti-social behaviour, youth crime and poverty and increase positive outcomes with the most challenging families.

We are looking for Key Workers whose role is to 'grip' the family's problems, co-ordinate the delivery of services and using a combination of support and sanction to motivate the family to change their behaviour.

If you wish to work strategically, effectively and creatively with vulnerable families please apply. Both posts will require flexible working arrangements.

*Closing date for both posts: **29 January 2010.***

*Interviews: **week beginning 15 February 2010.***

To apply: Go to our careers website at www.brent.gov.uk/jobs

www.brent.gov.uk/jobs

BRENT - PROUD OF OUR DIVERSITY The council welcomes applications from all sections of the community



INVESTOR IN PEOPLE



Are you unemployed? Working part time?

Do you live in Brent?

Would you like to work for Brent Council or other public sector organisations?

If you require assistance and advice in applying for jobs at the council, Brent Council are running two day workshops which will cover the following points:

How do I know what vacancies are available and where do Brent Council advertise?

How do I fill out the application form online and/or on paper?

Understanding the different stages in recruitment.

How to perform well at interviews

If you are interested in attending the workshops please contact Brent in 2 Work on

0208 903 6825

and quote 'Brent Workshops'



Fostering

Changing lives for children



All you need is parenting or childcare experience, compassion, energy and a spare room. We can offer you training, 24 hour support and a generous allowance* for the child's needs.

Come to one of our information evenings to find out more:

Monday 15 January, Willesden Green Library, 95 High Road, Willesden NW10 2SF. 6.30pm start.

Monday 8 March, Brent Town Hall, Forty Lane, Wembley HA9 9HD. 6.30pm start.

020 8937 4538 www.brent.gov.uk/fostering

*Allowances vary depending on the needs of the child

CHILDREN AND FAMILIES



Youth Offending Service

YOT Officers

Up to £35,418 p.a. inc.

Ref No: **11069**

You must be a qualified Social Worker or Probation Officer to apply for this post.

Intensive Supervision and Surveillance Officers

Up to £32,610 p.a. inc.

Ref No: **11070**

Children's Support Programme Worker

Up to £30,396 p.a. inc. (under review) Ref No: **11071**

Education Officer (Qualified Teacher)

Up to £41,613 p.a. inc.

Ref No: **11072**

(This post will be available from April 2010)

Retention allowance is payable to Qualified Social Workers in second and subsequent years.

Closing date for all posts: **29 January 2010.**

To apply: Go to our careers website at www.brent.gov.uk/jobs

www.brent.gov.uk/jobs



BRENT - PROUD OF OUR DIVERSITY The council welcomes applications from all sections of the community

ENVIRONMENT AND CULTURE



Principal Finance Officer

Up to £32,610 p.a. inc.

Ref No: **11073**

We are seeking to appoint a committed, enthusiastic and highly motivated person to this post in Environment and Culture.

Working to the Head and Deputy Head of Environment and Culture Finance, the post holder will provide training in financial management and control for finance personnel within other units of Environment and Culture to enhance overall efficiency and effectiveness within the finance function. Assist in ensuring that adequate systems and other internal controls exist, to ensure that adequate financial controls exist for the accounting system to be accurate and that financial regulations are adhered to. The officer will also provide support in the overall financial management of Environment and Culture.

Applicants are expected to have either significant relevant accountancy experience in Local Government/Other Public Bodies/Consultancy or be AAT/Part-Qualified Accountants with relevant accountancy experience.

For an informal discussion about this position please telephone Ken Patterson on 020 8937 5330.

Applications are particularly welcome from people with a disability and from members of black and minority communities as they are under-represented in Environment and Culture.

Closing date: **22 January 2010.**

To apply: Go to our careers website at www.brent.gov.uk/jobs

www.brent.gov.uk/jobs



BRENT - PROUD OF OUR DIVERSITY The council welcomes applications from all sections of the community

HOUSING AND COMMUNITY CARE



Two Procurement and Lettings Officers

Up to £30,396 p.a. inc.

Closing date: **29 January 2010.**

Ref No: **11079**

To apply: Go to our careers website at www.brent.gov.uk/jobs

www.brent.gov.uk/jobs



BRENT - PROUD OF OUR DIVERSITY The council welcomes applications from all sections of the community

HOUSING AND COMMUNITY CARE



County Court Advocacy Co-ordinator

Up to £32,610 p.a. inc.

Closing date: **29 January 2010.**

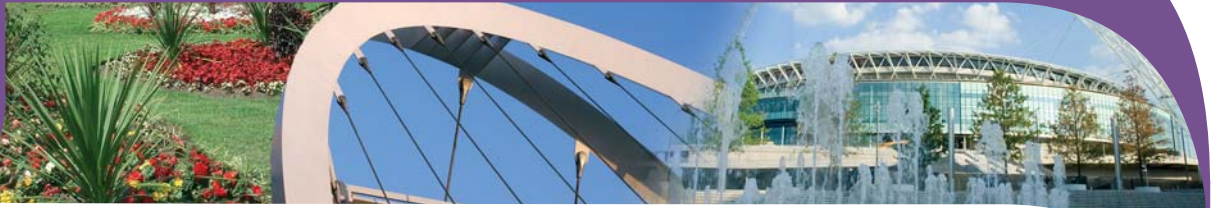
Ref No: **11078**

To apply: Go to our careers website at www.brent.gov.uk/jobs

www.brent.gov.uk/jobs



BRENT - PROUD OF OUR DIVERSITY The council welcomes applications from all sections of the community



Independent Chair - Safeguarding Adults Board

**£500 per day -
up to 20 days per annum**

Ref No: **11077**

Brent's Safeguarding Adults Board has developed good multi-agency working relationships with partner agencies across Brent to improve outcomes for vulnerable adults. We now seek an Independent Chair to lead the Board, with a commitment to setting high expectations for further developments to safeguarding and promote the welfare of vulnerable adults in Brent.

You will have a record of leadership within a relevant organisational setting, considerable experience in partnership working and the ability to lead and chair a strategic partnership board with a complex agenda. In addition, you will need to demonstrate substantial experience and understanding of the national and local safeguarding adults agenda.

If you think you have the necessary skills and experience to succeed in this position please submit a CV and personal statement setting out your background and experience, the strengths you will bring to the role and demonstrate how you meet the person specification.

This post is subject to Enhanced CRB Disclosure.

For an informal discussion, please contact Keith Skerman on 020 8937 4230.

Closing date: 29 January 2010.

To apply: Go to our careers website at www.brent.gov.uk/jobs



INVESTOR IN PEOPLE

www.brent.gov.uk/jobs

BRENT - PROUD OF OUR DIVERSITY The council welcomes applications from all sections of the community



Are you 16-25? vtalentyear is now recruiting

Join **vtalentyear** in Brent and you could gain new skills, have a great experience and do something really worthwhile by volunteering with children and young people's services!

You will gain:

- valuable skills, training, support and at least a Level 2 qualification
- help with travel and other expenses
- access to a personal development grant of up to £1,500 to support your transition into education, training, employment or further volunteering.

All placements have direct contact with children and young people. Examples include children's centres, youth centres and placements supporting and mentoring young people.

vtalentyear starts in March with a one week residential. Placements are for 30 hours a week from April 2010 to February 2011.

Places are limited so to find out more call Nurshia Jey, vtalentyear Co-ordinator on 020 8937 3096.

email: nurshia.jey@brent.gov.uk or text **v** and your name to 07960 337644.

Children and Families Department, Connexions, 5th Floor, Chesterfield House, 9 Park Lane, Wembley, Middlesex, HA9 7RW

vtalentyear



NEW CHALLENGE

Employment and Training Specialists

Unemployed and want to sharpen your numeracy skills?

Give your career a kick start by joining one of our 2 accredited courses

MATHS 4 EMPLOYMENT

FREE

Runs over 10 weeks, 12 hours per week over 3 days

Learn the key maths skills demanded by employers; including percentages, fractions, decimals and weights & measures



Benefit from small, tutor-led groups at a choice of sites either in Wembley or Kilburn

We will teach you the key skills that employers need



PRACTICAL MATHS 4 LIVING

Learn the key maths skills needed to help you budget and manage your personal finances; including Maths4 Bills, Maths4 Banking and Maths4 Budgeting

Runs over 5 weeks, 1 day per week



Benefit from small, tutor-led groups at our site in Willesden

FREE

Dealing with your day-to-day personal bills will become much easier!



Be supported throughout by a team of dedicated advisors who will help you find employment

Get expert advice & support in CV writing, interview techniques and modern job search tools & techniques

Learn to use Microsoft Excel on both courses

Contact

Nick, Leila, Sunita, Gyan or Ramesh

Tel: 020 8795 3999

New Challenge

3rd Floor, Heron House, 109 Wembley Hill Road
Wembley, Middlesex HA9 8DA

Tel: 020 8795 3999 Fax: 020 8903 7179

Email: rmoher@newchallenge.fsbusiness.co.uk



Supported by