

Relate Birmingham - Job Vacancy

Macmillan Service Manager

37 hours

Salary - £28,750 pa

Fixed term initially to 31 March 2020, but with possibility of extension.

Relate Birmingham is a local charity and lead provider of relationship support in our area. In partnership with Macmillan Cancer Support, we deliver a well established project providing our services to people living with with and beyond cancer to help them improve their relationships and achieve better health and wellbeing outcomes.

We are now recruiting a Macmillan Service Manager. In this varied role you will be responsible for managing, marketing and developing the Macmillan Service, ensuring delivery targets and client needs are met, and liaising with the independent researcher. You will work closely with the area Service Managers to co-ordinate counselling delivery and be the lead on the delivery of training services.

In this final year of current funding,, you will build on the project's success and focus on developing new partnerships and income streams to ensure the service's longer term sustainability, supported by the Chief Executive.

The successful applicant will have experience of service delivery and strong project management and people skills. With excellent communication skills, you will build effective networks and relationships with a diverse range of organisations, external agencies and partners and have experience of generating income or business/service development. You will also have staff management experience and be able to co-ordinate a small team.

The post requires flexibility with some evening or weekend work to meet the needs of the service and attending external meetings, which will necessitate some travelling.

This is a Macmillan branded post. As a valued Macmillan Professional you will benefit from the support and opportunities offered by the Macmillan community so that you can provide the best treatment and care for people affected by cancer. For more information go to the Macmillan website at: <https://www.macmillan.org.uk/>

For an application pack visit www.relatebirmingham.co.uk/current-vacancies or for an informal discussion about the role call Ruth Levesley on 0121 643 1638.

Closing date for applications: 5.00pm on Wednesday 3 April 2019

Interviews will be held on: Tuesday 16 April 2019