

Employment, Training & Volunteering Opportunities



For more information

Call: 07518299713

Email: tamesideinwork@tameside.gov.uk

Visit: www.tameside.gov.uk/tamesideinwork

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Tameside In Work

Welcome to the 'Tameside In Work' e-newsletter.

'Tameside In Work' is a new Tameside Council project that provides bespoke support to people in employment with low income or low hours that are wishing to progress their career.

We offer

- 1-2-1 careers advice
- Job searching sessions
- Application & CV support
- Training advice & support to bridge skills gaps

This weekly e-newsletter will show a range of job vacancies, volunteering opportunities, training and support services.

If you would like to know more about the 'Tameside In Work' project, or more information on the opportunities please contact

Iain.forrest@tameside.gov.uk – 07849 310 786
Natalie.nero@tameside.gov.uk – 07518 299 713
Umaira.javaid@tameside.gov.uk – 07976612942
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www.tameside.gov.uk/tamesideinwork



Notice Board



Our Weekly Drop Ins:

A chance to speak to the team

Tuesday: Ashton Pioneer Homes, Margaret House, Margaret Street, Ashton, OL6 7TH 10am-2pm

Wednesday: The Oasis Resource Centre, Haughton Green, Denton, M34 7EH 10am-2pm

Thursday POP Café, Post Office House, 11 Corporation Street, Hyde, SK14 1AB 10am-2pm



Employment & Training Club

Meet our employability team at 4C Community Centre, Taunton Road, Ashton-under-Lyne OL7 9DR Thursdays 10am - 12pm

Book an appointment - email employmentsupport@jigsawhomes.org.uk or call **07718 783248** to book your place

- > CV writing
- > Interview techniques
- > 1-1 sessions
- > Confidence building
- > Training opportunities

Job Opportunities

Tameside Council



1) School Business Support Officer

The successful candidate will be responsible for organising and managing day to day school finance and administration tasks as well as promoting high standards within the administrative function of the school. They will also strategically ensure the effective use of resources in support of the school's learning

Hours: 30 hours weekly -
10am – 4.30pm term time

Salary: £24,174

Contract: Permanent

Deadline: 3pm
12th Jul 2022

[Job Description/ Person Specification](#)

[Application Form](#)

[Disclosure Form](#)

[Application Guidance Notes](#)

[School Business Support Officer | Job Details](#)

Return completed application forms by post to the school or by email to vacancies@danebank.tameside.sch.uk

2) Caretaker

The Governors and Trustees of the Changing Lives in Collaboration [CLiC] Trust wish to appoint a Caretaker at Dane Bank Primary School to join our friendly and dedicated team. The successful candidate will be responsible for the general running and care of the premises and will manage a small team of cleaning staff. We are looking for a person who will take an active interest in the life of the school and enhance the excellent services that we provide.

Hours: 35 hours

Salary: £18,426 - £19,171

Contract: Permanent

Deadline: 12th 3pm
July

[Caretaker | Job Details](#)

[Job Description](#)

[Application Form](#)

[Disclosure Form](#)

[Application Guidance Notes](#)

Return completed application forms by post to the school or by email to vacancies@danebank.tameside.sch.uk.

Job Opportunities

Tameside Council



1) Finance Officer

You will play a crucial role in building transformed and financially sustainable cutting edge services that will serve residents and help improve health outcomes as part of our wider integrated Care Together programme and supporting the continuous improvement journey within the finance service.

Hours: 36 Hours per Week (Flexible working on application)

Salary: £24,920 - £27,514

Contract: 3 permanent posts, 1 two-year fixed term contract

Deadline: Sunday 10th July 2022

Job Description and Person Specification

For more information and to apply click [here](#)

2) Programme Lead

We are looking for Programme Leads to work in Ellesmere Port as part of RootEd, an innovative new programme to maximise access to education and reduce school exclusion, so that all children and young people, regardless of their needs, feel they belong and can prosper. Our new Programme Leads will work as part of a team in 3 secondary schools to support young people, their families, and school staff to ensure that at-risk pupils make the most of their education and improve their life chances. Work will include 1:1 support and delivery of Power2's core programmes, including Teens and Toddlers and Power2 Progress.

Hours: Full time

Salary: £23,000 - £25,000

Contract: Permanent

Deadline: Sunday 3 July 2022

Job Description/ Person Specification Programme Leads | Job Details

Application Form

Applications should be sent to info@power2.org

Job Opportunities

Stockport Council



1) Finance Administrator - Hazel Grove High School

You will support the Trust Finance Director and Trust Finance Manager in all areas of finance to enable them to perform their duties for the Trust and provide support to each school within the Trust to ensure financial compliance is maintained.

Hours: 37 hours a week (part-time hours considered)

Salary: £17,800 - £18,890

Contract: Permanent Term Time Only

Deadline: 9:00am 1st July

Job Description and Person Specification

For more information and to apply click [here](#)

2) Support Workers

We are currently seeking to recruit support workers who are passionate about supporting adults with learning and complex needs. We are looking for motivated and enthusiastic individuals with the right values, which include a commitment to work within team/s, follow our practices, policies and procedures.

You must have the availability and flexibility to work irregular hours such as early mornings, evenings, weekends and nights. You will need experience of working with people with disabilities, this can be in either a paid, voluntary or personal capacity.

Hours: Various hours available

Contract: Permanent

Deadline: 18th July 2022

Job Profile

For more information and to apply click [here](#)

Job Opportunities

Stockport Council



3) Learning Support Assistant

We are seeking someone who is experienced in working within a school, willing to support the Catholic ethos of the school, well-organised with high expectations of achievement and behaviour, able to inspire, challenge and motivate all learners, hardworking and able to work successfully as part of a team.

Hours: 26.25 hours term time

Contract: 12 month fixed term contract.

Salary: £11,409 - £11,637

Deadline: 9 00 am 18th Jul 2022

[Learning Support Assistant - Scale 2 | Job Details](#)

The application Form, Person Spec and Job Description can be found on our website:

<https://www.cheadle-inf.stockport.sch.uk/vacancies-2/>

4) Administrator

The successful candidate is required to work under pressure whilst maintaining a helpful and polite attitude at all times. At Broadstone Hall Primary we are one big family and a central part of our community. We are looking for someone who has the ability to build strong relationships with all our children, families and staff. You will need to have an empathetic nature a good sense of humour is essential.

Hours: 37 hours per week Monday - Friday Term time Only

Contract: Permanent

Salary: £16,082.37 to £16,403.38

Deadline: 11/07/2022 (Noon)

[JD & PS Administrator | Job Details Application Form](#)

Please return completed applications to the office manager - nichola.keith@broadstonehall.stockport.sch.uk

Job Opportunities

Oldham Council



1) **Cook Supervisor** *Broadfield Primary OL8 1LH*

Candidate must have previous experience of delivering high quality mass catering, a passion for producing high quality nutritious food, the skills to plan and produce inspiring and tasty menus taking into account, legislative requirements and the needs of the school community, the ability to produce meals within a set budget, excellent leadership skills with the ability to motivate and inspire your team, an NVQ Level 3 in Food Preparation & Cooking (or equivalent) and a level 2 Food Hygiene Certificate

Hours: 35 hours per week (06:30 to 14:00, including a 30-minute break) term time only
Salary: £20,453 - £22,712
Contract: Permanent
Closing date: Monday 4th July, 5pm

For more information visit [Cook Supervisor | Job Details](#) and www.broadfield.oldham.sch.uk

[Application Form](#)

[Job Description & Person Specification](#)

[Right To Work In UK](#)

Please complete the application form and return by e-mail to: diane.brown@broadfield.oldham.sch.uk

2) **Business Support Officer**

Do you want to support us to help families to keep children safe? Are you looking to make a real difference? Have you got good administrative skills? Our Children's Social Care Directorate within Oldham Council is looking for people like you to join us to provide comprehensive, administrative, and service specific support to our Children's Social Care Teams.

Hours: 36.66 per week
Salary: £19,264 - £20,043
Contract: 12 Month Fixed Term Contract
Closing Date: Sunday 3rd July 2022

[Job Description and Person Specification](#)

For more information and to apply click [here](#)

Job Opportunities

Oldham Council



3) Office Administrator

We are looking to appoint two Office Administrators to provide professional, efficient and confidential administrative support in our school office. You will be responsible for the day to day activities in a small, friendly school office and be the 'face' of the school.

Hours: 32.5 hrs per week
8.30am – 3.30pm Term
Time plus 2 weeks,
Salary: £17,265 –
£19,061
Contract:
Permanent
Closing date: 7th July

[Job Description & Person Specification](#)
[Job Description & Person Specification \(Job Share\)](#)
[Office Administrator | Job Details](#)
[Right To Work In UK](#)
[Application Form](#)

To apply please complete The Pinnacle Learning Trust Application Form, Equality Assurance Monitoring Form & attach a supporting statement and send it to t.hollamby@wernethprimary.org.uk

4) Receptionist Great Academy Ashton

We are seeking to appoint an enthusiastic part-time Receptionist who will support the main Admin office on a job share basis. You will be the initial point of contact for all visitors and receiving telephone calls to the Academy so excellent communication skills and a "can do" attitude is essential.

Hours: 8am-4pm Monday &
Tuesday (15 hours per week) -
term time only plus 1 day
Salary: £6,428
Contract:
Permanent
Closing Date: 5th
July 2022 at 10.00am

[Receptionist | Job Details](#)
For an application pack please visit:
<https://qaa.greatacademies.co.uk/academy-information/work-for-us/current-vacancies/>

Job Opportunities

Tameside and Glossop Integrated Care NHS Foundation Trust



1) Safer Care Team Support Officer

The main purpose of this role is to provide support for the organisation in the delivery of robust incident management process, learning from incident and the wider patient safety and quality strategies by facilitating the incident reporting and management process, supporting the delivery of serious incident investigation process, supporting the wider work of the Safer Care team and supporting the delivery of the quality and assurance processes

Hours: 37.5 hours per week

Contract: Fixed term 12 months

Salary: £20,330 - £21,777

Closing date: 10/07/2022

[Job Description and Person Specification](#)

[Candidate Pack](#)

[Tameside Values and Behaviours](#)

For more information and to apply click [here](#)

2) Office Manager/Personal Assistant for Integrated Therapy Services

An exciting opportunity has arisen for an enthusiastic individual to manage the Secretarial and Administration support to the Integrated Therapy service based at Tameside Hospital. The successful candidate will provide an important supporting role to Managers and Team Leads within the Integrated Therapy services including Physiotherapy, Podiatry, Occupational Therapy, Speech and Language Therapy and Dietetics. Tasks will include diary management, arranging and minuting meetings, supporting projects and events, collating information for reports, supporting services with the management of staff information, orders and processing invoices

Hours: 37.5 hours per week

Contract: Permanent

Salary: £22,549 - £24,882

Deadline: 05/07/2022

[PA Office Manager JD / PS](#)

[Tameside Values and Behaviours](#)

For more information and to apply click [here](#)

Job Opportunities

Creative Support



1) Training Administrator – Stockport

We are looking for an enthusiastic and vibrant individual to join our internal training academy, Creative Academy, where we support the most talented and dedicated social care staff with their personal professional development, enabling them to enhance their skills and inspiring them to support the people who use our services in the most practical, compassionate and person centred ways.

Hours: Full Time **Contract:** Permanent **Salary:** Up to £19,500 per annum **Closing date:** 1st July 2022

Full Job Description

For more information about the job role and to apply click [here](#)

2) Support Worker – Hyde, Tameside

Are you a caring individual who wants to help others? Are you someone who has a passion for care? Do you have previous healthcare or care worker experience? Perhaps you are just looking to get out of the office and do something that feels meaningful every day? We are looking for warm individuals to join our team of Support Workers in Hyde. Our Intensive Support Service on Werneth Road provides support to 3 service users, allowing them to regain independence and build daily living skills and a healthy routine. As a Support Worker here we would expect you to enable the individuals you support to enjoy a fulfilling and valued life, to participate in the community and to develop their abilities as fully as possible.

Hours: Full-Time/Part-Time **Contract:** Permanent **Salary:** £9.80 per hour **Closing date:** Friday 8th July 2022

Full Job Description

For more information about the job role and to apply click [here](#)

Job Opportunities

Positive Steps



ICT Technician

The successful candidate will be the first point of contact for IT related issues across the organisation. You will manage support tickets through the organisations ticketing system and will keep users and customers updated, escalate to 3rd parties or management as required and see the ticket through to resolution. You will also be responsible for pro-actively supporting the environment by monitoring backups, network and server monitoring and maintaining patching/updates of systems as required. As this role is customer / user focused, customer service skills are essential. The successful candidate will need to be approachable, always willing to help and go the extra mile.

Hours: 36 **Contract:** Permanent **Salary:** £22,342 - £24,470 **Closing date:** 4th July midday

Role Profile - ICT Technician

For more information and to apply click [here](#)

Reform Radio



Operations Manager

There is an exciting opportunity to join the dynamic team at Reform Radio as our new Operations Manager. Working with colleagues across departments, this role is central to ensuring the organisation runs smoothly. As our Operations Manager, you will look after our multi-functional office, event, and studio spaces within the Bonded Warehouse, in Manchester. Our ideal candidate will have experience in operational management in similar spaces and a commitment to the work of Reform Radio. However, we are open to considering applications from people with relevant experiences.

Hours: Generally Mon to Fri, 9am – 5pm (40hrs/week), some weekend & evening work is required **Salary:** £28,000 **Closing date:** 1st of July

Job Description

Operations Manager Job Details

To apply, please send the following to lewys@reformradio.co.uk

- A CV (max 2 pages) and cover letter (max 2 pages)
- Or a video/audio file (max 5 minutes) telling us about your experience and why you think you're a good fit for this role

Job Opportunities

Robertson



1) Assistant Café Manager

Responsibilities include the day to day management of the café, provision of meals and buffets for events, maintaining and conforming to standards of hygiene and safety in accordance with current legislation and providing excellent customer service and ensure all relevant policies and procedures are followed

Hours: 30 hours a week. Must be flexible working 5 days out of 7 days. **Location:** Stamford Park Cafe **Salary:** £11 per hour **Closing date:** 6th July

For more information and to apply click [here](#)

2) Assistant Kitchen Manager

You will be working in the kitchen on food preparation, cooking and serving meals, undertake general kitchen duties, work front of house serving customers, maintain and conform to standards of hygiene and safety in accordance with current legislation and provide excellent customer service is adhered to and all relevant policies and procedures are followed

Hours: 31.25 hours per week. 8.00am - 2.30pm Monday - Friday Term time only. **Salary:** £10.40 per hour **Closing date:** 8th July

For more information and to apply click [here](#)

Catering Assistant

Responsibilities include working in the kitchen on food preparation, general kitchen duties & working front of house serving customers, setting hospitality rooms for functions & serving hospitality buffets, maintaining and conforming to standards of hygiene and safety in accordance with current legislation and providing excellent customer service is adhered to and all relevant policies and procedures are followed

Hours: 10 hours per week. 11.30am to 13.30pm Monday - Friday. Term time only. **Salary:** £9.50 per hour **Closing date:** 7th July

For more information and to apply click [here](#)

Job Opportunities

Irwell Housing



1) Community Administrator (Tenancy Services / Social Housing)

In this role, you will be responsible for ensuring that all customers' needs are considered and provide administration support services that allows services to be tailored accordingly, taking ownership for resolving customer and colleague enquiries that are within your gift to resolve and effectively manage incoming and outgoing post for all Tenancy Services departments.

Hours: 35 hours per week,
Monday - Friday (Agile working
arrangements in place)

Contract:
Permanent

Salary:
£21,000

Closing date: 1st
July

[Job Description](#)

[Person Specification](#)

[Corporate Plan 2021](#)

For more information and to apply click [here](#)

2) Customer Service Advisor

In this role, you will be responsible for providing excellent customer service across all channels, demonstrate the ability to communicate to a high level, in both written and verbal format, support customers while navigating our customer app and encourage them to use the functionality available there and assist with some technical issues where possible.

Hours: 35 hours
per week

Contract: Permanent

Salary: £21,100

Closing date: 06 July
2022

[Corporate Plan 2021](#)

[Job Description](#)

[Person Specification](#)

for more information and to apply click [here](#)

Job Opportunities

Irwell Housing



3) Scheduling and Planning Administrative Assistant (Responsive Repairs)

In this role, you will be responsible for scheduling for Responsive Repairs, contacting customers to book in repair works, ensure that all customers' needs are considered, provide administration support services that allows services to be tailored accordingly, take ownership for resolving customer and colleague enquiries and effectively manage incoming and outgoing enquiries for the Homes Management Team.

Hours: 30 - 40 a week available
(Spread over 5 day – flexible options)
- agile working arrangements in place

Salary: £23,500

Contract: Permanent

Deadline: 30 June 2022

[Corporate Plan 2021](#)
[Person Specification](#)
[Job Description](#)

For more information and to apply click [here](#)

4) Support Worker

In this role, you will be responsible for using a person-centred approach to enable customers to develop independent living skills and move on successfully into more permanent accommodation suitable to their needs. You will also successfully build on skills that will support the customer to access work, training or education and use techniques such as coaching and strengths-based approaches to enable customers to develop emotional resilience, overcome barriers and take control of their lives. You will be involved in all aspects of housing management, which include but are not exclusive to; collecting rent, reporting repairs, maintaining the health and safety of the building.

Hours: 35 hours (Shifts are early from 7.45am to 3.45pm or Late 12.10pm to 8.10pm)

Salary: £24,000

Contract: Permanent

Deadline: 1st July 2022

[Corporate Plan 2021](#)
[Job Description](#)
[Person Specification](#)

for more information and to apply click [here](#)

Volunteering Opportunities

Citizens Advice



The Citizens Advice service provides free, independent, confidential and impartial advice to everyone on their rights and responsibilities. We value diversity, promote equality and challenge discrimination.

As a volunteer, you will play a central role in tackling injustice, reducing poverty and social exclusion, and enabling people to realise their full potential. All our roles make a real difference to the lives of local people!

Context of Volunteer Adviser role:

Volunteer Advisers receive full training in the skills needed to help people deal with their problems, and learn how to find the information the client needs from our extensive database. Volunteers are supported and supervised as they begin to give advice and will receive feedback and development opportunities throughout their time with Citizens Advice. There are a variety of roles and tasks up to giving full advice.

Purpose of the role:

- To help provide an effective and efficient advice service to members of the public
- To help influence government and other organisations by informing them of the effect of their actions on the lives of clients.

Role description:

- Complete an introduction to Citizens Advice and training for your role
- Talk to clients over the phone, face to face, or online to explore what problems they've come for help with
- Finding, interpreting and communicating the relevant information and exploring options and implications in order that the client can come to a decision
- Support clients to take action to resolve their problems. This might include drafting or writing letters, making phone calls, or referring the client to another organisation
- Completing clear and accurate case records.

What's in it for you?

- Make a real difference to people's lives
- Learn about a range of issues such as benefits, debt, employment and housing
- Build on valuable skills such as communication, listening and problem solving, and increase your employability
- Work with a range of different people, independently and in a team
- Have a positive impact in your community.

Hours: Ideally we ask for 8 hours per week, which can be over one day or spread over two days, for at least 12 months however we can be flexible so come and talk to us

No prior experience is necessary in these areas as you'll receive full training.

To apply please email advice@tamesidecab.org.uk to request a volunteer application pack

Volunteering Opportunities

Volunteering with LEAP – Family Contact Helper



Do you enjoy working with children?

We are looking for Children's Contact Centre Volunteers to support family contact sessions between children and their parents that they no longer live with.

Duties will include setting up play areas, making refreshments, organising toys, resources and craft activities, supporting children and parents and some basic admin. In return, we will provide training and support.

Hours: 3.30pm – 6.30pm on Thursday & 9.30am – 12.30pm on Saturdays. You would work on a rota basis depending on your availability, with some flexibility to meet the needs of children and families.

For more information contact Tracy Kielty on **0161 214 8300** or by email tracy.kielty@stpeterspartnerships.org

Volunteering With Peeps



Do you have a strong ability to listen and support others?

Do you have time dedicated to making a difference to the lives of others?

People volunteer with Peeps for a number of reasons, mainly give something back to a community that has helped them or loved ones through difficult times.

Volunteer Registration: Please save, fill out and send us the form below, via email or post. [Download our application form](#)

Volunteering with Tameside, Oldham and Glossop Mind – Events Ambassador



Are you a passionate, motivated and reliable individual?

Are you interested in representing the charity at a wide variety of events?

Your duties will include speaking with the public about the services we provide and ensure people are aware of the help available to achieve better mental health and assist with increasing our fundraising income by encouraging donations to continue our vital work. In return you will receive full training and ongoing support such as group supervision and access to our internal Continual Professional Development (training) programme. You can volunteer as little or as often as you like with a minimum expectation of 3 events per year.

If you are interested please apply via our website at www.togmind.org

Volunteering Opportunities

Volunteering with Age UK



1) 131 Club Kitchen Assistant Volunteer

Your responsibilities will include preparing vegetables, washing up and steam-cleaning pots, pans, crockery and cutlery, cleaning the kitchen and serving meals

The best times to volunteer in this role are between 12 noon and 2pm and the best day is Tuesday (other days and times are available).

2) 131 Club Lunch Time Volunteer

You will support people by helping to set up and clear tables, serving meals, chatting with people and making sure they have everything they need and providing mobility assistance for people who need it

Lunch is served from 12.15pm and we would ask volunteers to arrive from 11.45am and leave at around 1.30pm, although there is some flexibility with these times

3) 131 Club Volunteer

You will help set up activity sessions, assist clients making them feel comfortable, co-deliver activities with staff — like chair football, singing, arts and crafts and quizzes etc. You will also encourage clients to participate as much as they are able or would like to.

Age UK Tameside relies on volunteers to help us offer vital services in the local community. Volunteering is a great way to meet new people, learn new skills, and support the work we do in the community. Would you like to lend a hand?

Call us on **0161 308 5000** or email us with your name, address and phone number to customerservice@ageuktameside.com

You can also download an Expression of Interest Form and email it back to us [Download Form](#)

Volunteering Opportunities

Volunteering in Tameside Public Libraries

Book Time for Yourself Club Volunteer

Do you have an interest in books and reading? Do you enjoy working with people? Your responsibility will include welcoming and supporting members of the book group, participating in discussions about books and poetry and leading sessions etc

Commitment: 2 hours a week

Contact us by telephone **0161 342 4450** or send us a [message](#)

Volunteer Computer Buddy

Do you have the ability to encourage and motivate? Are you a confident user of the internet & email? You will be responsible for providing 1-2-1 computer guidance in libraries to help bridge the gap between getting started and becoming a confident user.

Commitment: Weekdays

Contact us by telephone **0161 342 2871** or send us a [message](#)

Volunteering for Tameside Sports Trust

Sports Volunteers are placed in either a structured coaching session or within a community setting e.g. a club or youth sports club. Volunteers are placed with fully qualified sports coaches and are also assigned a coaching mentor to provide knowledge and advice.

Assistant Sports Coach

Assisting delivery of sports coaching and recreational sports sessions at a variety of different environments including, schools, leisure centres, multi-use games areas and parks.

Assistant Dance Leader

Assisting delivery of dance sessions across Tameside.

Events Volunteer

Assisting at one of Sports Services events throughout the year such as the Tameside triathlon. The types of roles can vary from refereeing to marshalling.

If you would like to get involved in the following above please contact us by telephone **0161 366 4810** or send us a [message](#)

Courses & Training

Mind – Tameside, Oldham & Glossop



How to cope with Anger

Helping you to understand why you may have problems managing anger and also learning different techniques to control it in a supportive environment.

Mindfulness Courses

This can help manage a range of common mental health problems and increase wellbeing. Mindfulness increases awareness and enhances a person's ability to be in the present moment.

Confidence Courses

Assertion and Self Esteem that will help you to increase your knowledge and understanding of what causes lack of confidence and learn tools to increase your self-esteem.

All of these courses are free and run from between 6 to 8 weeks in a variety of locations in the Oldham area.

If you're interested, feel free to call on **0161 330 9223** to book a place or to ask for more information or visit our website [here](#)

Courses & Training

Standguide Group



1) Everyday English

Improve your basic English skills to work towards an accredited qualification in ESOL.

Course 1 Initial Assessment: Monday
30th May 2022 - 13.15pm-16.00pm

Course 1 Start Date: Wednesday 1st
June - 13.00pm

Course 2 Initial Assessment: Monday 27th
June – 13.15pm – 16.00pm

Course 2 Start Date: Wednesday 29th June at
13.00pm

2) Accredited ESOL

Develop your English skills for work and everyday life - consists of 3 modules: Reading, Writing, and Speaking and Listening.

Initial Assessment:
Monday 13th June 2022
13.15pm-16.00pm, Tuesday
14th June 2022 09.30am-
12.30pm

Course Begins: Monday
20th June 2022 09.30am-
12.30pm

Course duration: Between
4-12 weeks depending on
individual learning plan
created by the tutor

3) Functional Skills in English

Learners will access high-quality online learning content Gain key skills to aid personal development, career progression and earning potential Receive expert tuition from qualified tutors and assessors Be supported with conditions such as dyslexia.

Initial assessments: Tuesday 28th June
2022 09.30am – 12.30pm & 13.00pm –
15.30pm

Course start date: Thursday 30th June -
Wednesday 20th July 2022 10.00am -
15.00pm (every day)

4) Level 1 Customer Service

This course is designed to help you gain employment within the Customer Service Sector. Applications for roles can be completed during the course. During the course, you will receive sector specific training, leading to a Level 1 Certificate.

Initial Assessment: Tuesday 7th June
2022 09.30am-12.30pm and 13.00pm-
15.30pm

Course Begins: Thursday 9th June 2022
09.30am-15.30pm

For more information or to book on a course call **0161 881 4826 (option 5)**

Courses & Training

Digital Careers Upskill Programme



Fully Funded Microsoft Accredited Digital Skills Training Courses

We offer fully funded Digital courses and qualifications for employed individuals based in Greater Manchester.

1) Data Analyst

Data Analysts help your business to make "data driven" decisions in all areas, such as: which products to develop, new markets to investigate, and predicting what actions businesses should take proactively, such as which customers to target.

In other words, data analysis provides a solid foundation to make the right business decisions and is a highly sought after skill.

2) Software Developer

Soft Developer skills in a business can help cut costs by automating routine tasks, improve the efficiency of staff and increase or measure productivity. They know how to:

- develop and implement IT solutions and manage web apps,
- implement authentication and authorisation,
- protect their solutions using KeyVault and Managed identities.

Software Developers understand how to work with data to develop modern applications in a Cloud-based environment.

3) Cyber Security

Employees skilled in Cyber Security help maintain the security of your business' systems as well as identify and repair vulnerabilities by using a variety of security tools including:

- implement security controls and threat protection,
- manage identity and access
- protect your data, applications, and networks.

This includes protecting your business' system from spam, viruses, and data theft.

Get in touch today to start your digital career – we have a dedicated team you can talk to you about your digital skills needs and the courses we can offer. You can request a call back via the 'Request Call Back' link on our website, or you can call us direct on **0161 951 2969**

If you would like to apply for a course, please complete this short expression of interest and a member of our skills team will get back to you. [Expression of Interest - Skills and Training \(office.com\)](#)

Courses & Training

Open Learn – Free Online Learning Platform

OpenLearn The home of free learning
from The Open University

1) Digital skills: succeeding in a digital world

Develop your confidence and skills for life online, whether study, work or everyday life. It explores a range of digital skills and practices, including digital identity, digital well-being, staying safe and legal, finding and using information and online tools, and dealing with information overload

[Enter course](#)

2) Digital thinking tools for better decision making

During the course, you're introduced to a wide variety of digital thinking tools. You will apply these tools in many practical activities and case studies, solving problems that involve finding and evaluating information, performing calculations and drawing reasoned conclusions. The course will appeal to anyone who uses information to answer questions, solve problems or make decisions, whether it is in their personal or professional life, or as part of their studies.

[Enter course](#)

3) IT in everyday life

This free course, IT in everyday life, will enable you to gain an understanding of the information and communication technologies that drive our networked world and how they now permeate our everyday lives.

[Enter course](#)

4) Introduction to cyber security: stay safe online

This course will help you gain essential cyber security knowledge and skills, to help protect your digital life. You will learn how to recognise the threats that could harm you online and the steps you can take to reduce the chances that they will happen to you.

[Enter course](#)

Courses & Training

Open Learn – Free Online Learning Platform

OpenLearn The home of free learning
from The Open University

5) Sure I know how to talk to people

This free course is one in a series focusing on leadership, decision-making and communication in the context of policing within the community. This particular session focuses on communication skills and specifically looks at how to build rapport and get the most out of conversations in community settings. It introduces a psychological model which is a useful way to think about how to develop rapport, and allows you to plan for, and reflect on, your everyday interactions in order to build rapport effectively. It focuses on conversations that might be considered 'difficult', and encourages effective listening and effective diagnosis of interpersonal behaviour.

[Enter Course](#)

6) Succeed in the workplace

Do you want to change jobs? Are you just starting in the job market? Are you returning to work after a break? If so, then this free course, *Succeed in the workplace*, is for you.

- Explore career opportunities by starting from you, not the job - getting to know yourself and what you value are the foundations of your career planning.
- Gain the skills to write strong CVs and application forms, and to handle different types of interviews.

By the end of the course you will have made a start on your own realistic and robust action plan to enable you to find a job that will fulfil your aspirations and suit your lifestyle.

Free course which lasts about 8 weeks, with approximately 3 hours' study time each week. You can work through the course at your own pace

[Enter Course](#)

7) Managing my money

Gain the skills to manage your personal finances: managing budgets, debts, investments, property purchase, pensions and insurance.

- Learn how to compile a budget and use it to make good decisions about your spending.
- Explore debts and investments, and find out how mortgages are used to finance home ownership.
- Learn about the critical issue of pension planning, with guidance on different pension products.
- Examine different types of insurance and getting practical advice on how to make rational decisions about which insurance products to buy.

The course is rich in high-quality text, images, video, audio and interactive elements to support your learning.

[Enter Course](#)

Courses & Training

TRANSFORM – Training & skills for Manchester – Providing local people with local opportunities



TRANSFORM provides a programme of tailored support to help individuals across Greater Manchester from all walks of life make the transition into a rewarding and fulfilling career. The programme will provide you with employment support, allow you to try out teaching in the Further Education (FE) sector and, where appropriate, help you to make the successful transition into a career in Further Education, including teaching. However, if you decide that a career in Further Education is not for you, we'll also support you to look at alternative options.

If you are a resident of Greater Manchester, you may be able to join our programme if you:

- have been made redundant or are at threat of redundancy;
- are unemployed;
- have retired early or are about to take early retirement;
- are a graduate who has been unable to find work since finishing your HE studies; or
- are economically inactive – this includes those who may be –
- a parent who has taken time out of work to care for children but now wishes to return to work
- a carer who has taken time out of work to care for a sick or elderly relative but can now return to work
- an individual who has taken time out for a variety of personal reasons, but who now feels able and ready to take employment again.

If you are unsure if you are eligible, please contact us or call us on **0333 090 5380**. Otherwise please apply by completing the short application form which can be found [here](#).

Support Services

Where to get Support, Advice and Help

If you want to try and help yourself before contacting an agency you can visit our self-help page [here](#)

[Get Self Help](#) – Resources for dealing with suicidal thoughts

[Samaritans](#) – Offer 24 hour free and confidential telephone support. You can contact them on **116 123**

[Shout](#) – 24/7 messaging service. Text [shout](#) to **85258**

[Sane](#) – Offers online advice for those in crisis and can also be contacted on **0845 767 8000**

[Mind](#) – Provide advice and support to empower anyone experiencing a mental health problem

[Smart Works](#) – UK charity that gives unemployed women the confidence they need to reach their full potential, secure employment and change the trajectory of their lives

[Mentell](#) – A support service for men who need a safe space to talk

[Bread & Butter](#) – A charity that makes life more affordable for people on a low income by providing food packages a reduced price Text **07860 063 304** with your full name, postcode, and the name of the hub you will be collecting from. [Hubs locations](#) / [Food pantries in Tameside](#) / [Foodbanks within Tameside](#)

[Infinity café](#) – Offer a pay what you can café with all fresh food a great social hub and other services such as office rooms for free counselling, holistic therapy and various other activities

[Citizen Advice](#) – Offers confidential advice, knowledge and confidence to help people move forward

[Minds Matter](#) – Supports people with mild to moderate common mental health problems.

[LEAP](#) – The Energy and Money Saving Service who provide free advice and may identify if you require any heating or insulation requirements

[Living Life to the Full](#) – Online course aimed at improving people's wellbeing - taking this course may make you feel stronger and better able to help other people