



INFORMATION FOR JOB CANDIDATES

Diversity Matters North West Ltd (DMNW)

The Charity exists to improve the health and wellbeing of local people of. We work in partnership with other agencies to empower people to bring about positive change and increase their control over issues that affect them.

Our main work programmes are:

- Health improvement.
- Linking BAMER communities with services
- Community Engagement and awareness raising
- Women's learning, training and employment support.
- Volunteer Development
- Support for people who are experiencing loneliness, isolation or have a long-term condition
- Support for South Asian women in crisis.

Our team of 9 staff is supported by a Board of 8 trustees and a pool of over 100 volunteers. We are currently funded through a mixture of grants and public service contracts. There are no long-term guarantees of funding.

Operational Manager

The DMNW Senior Management team (SMT) are looking for an experienced Operational Manager who is a HR generalist and can provide first-line HR advice on a wide range of people related queries, and effectively manage employee relations cases and other people issues. The ideal candidate will be able to support the SMT with HR related administration tasks including policies, procedures and strategy planning. We need someone who will ensure that the organisation employs the right balance of staff in terms of skills and experience. To manage the day to day line management of the staff team and undertake all administrative responsibilities in conjunction to this, ensuring that training and development opportunities are available to colleagues to enhance their performance and to achieve the Charity's aims.

The post holder will be a part of the Charity's staff team and will be supported by a line manager. Training and support will be provided where appropriate.

We currently operate a workplace pension scheme with NEST.

Job Application Process

All candidates should complete the application form and return it:

- by hand or by post to: **Chief Officers**, Diversity Matters North West Ltd, Hyde Heathy Living Centre, 20 Great Norbury Street, Hyde SK14 1BR; or
- by email to info@diversitymattersnw.org.uk you can sign your form if and when you are called for interview).



If you have any queries, please contact **either Chief Officer**

Rehana Begum | 07526073261 | rehana@diversitymattersnw.org.uk

Gemma Gaskell | 07928829400 | gemma@diversitymattersnw.org.uk

Applications must arrive by 23:59, on 1st November 2020

Interviews will be held on **10th November 2020**

We will let you know by **5th November 2020** via **telephone** if you are invited to an interview.