



JOB DESCRIPTION

Being There Branch Manager

Contract: Temporary contract for 12 months

Base: The post is in either the Being There Salford office situated in Langworthy Cornerstones or the Trafford office at The Macmillan Centre in Trafford, but the post holder will be expected to travel locally and to any **Being There** office as required

Salary: £23,933 + car allowance + mileage allowance

Hours: 35 hours per week worked Monday to Friday

Annual Leave: 27 days plus bank holidays

Key Responsibilities

To manage the day to day running of our Salford or Trafford branch.
To manage the volunteer service, offering emotional and practical support to people with cancer and other life-limiting illnesses, along with those closest to them, such as family, friends and carers.

Main Duties

To take client referrals and liaise with relevant health, social service and voluntary services staff

To organise recruitment of volunteers in liaison with volunteer recruitment co-ordinator

To manage and offer supervision to volunteers

To arrange home visits to assess client needs following referral and arrange appropriate volunteer placements

To arrange client transport for medical appointments

To organise and attend fortnightly client support group and occasional excursions

To ensure ongoing support for clients and carry out reviews every six months



To record accurate details of each contact with clients maintaining confidentiality at all times

To maintain all office systems including the branch database

To undertake word-processing of letters and other materials relating to the service

To deal with mail, correspondence and office paperwork

To attend occasional evening meetings (for which time off in lieu will be given)

To arrange transport for clients at any branch as required

To answer telephones and take messages as necessary including the 0845 Listening Line

To drive clients to support and social group when no volunteer is available

To assist with print distributions, local promotions, presentations and publicity as required

To assist the Senior Management as required

Such other duties commensurate with the grading of the post as may from time to time reasonably be required

Accountable to: General Manager