

The Creative Living Centre is recruiting to the post of

## **SUPPORT CO-ORDINATOR**

Creative Living Centre, based in Prestwich, was established in 1997 and provides holistic support to adults experiencing a range of issues such as low mood, stress and anxiety, social phobia and other mental health conditions. Over the last few years, the organisation has grown considerably, and we have now secured funding to recruit for a new person to join our existing staff team.

As Support Co-ordinator, you will use your established people skills and understanding of mental health issues to

- Meet with people attending for the first time, to explore with them what their needs are and how these might be supported at the Centre
- Provide ongoing initial support sessions to help new people settle in at the Centre
- Provide emotional and other support sessions to our Members (service users)

You will need to have great communication and people skills, be able to keep calm under pressure, and work as part of a team. You will also need to be organised and able to keep accurate records of your work.

In return, you will be part of a friendly, supportive staff team, with plenty of opportunities to develop your skills and the real job satisfaction of knowing you have made a difference to people's lives.

28 hours a week

£18,011 actual (£24,122 FTE)

Annual leave entitlement of 25 days plus Bank Holidays (pro rata)

Workplace pension scheme available

Closing date Friday 20 March 2020

Interviews Friday 3 April 2020

For an application pack please email [jobs@creativelivingcentre.org.uk](mailto:jobs@creativelivingcentre.org.uk) and put "Support Co-ordinator Job Pack" in the subject line. To reduce costs, emailed requests are preferred; however, if you do not have access to email, please phone 0161 696 7501 to request a postal pack.

If you would like to discuss the role, please phone Liz Thompson on 0161 696 7501