

THE BUREAU

NEWSLETTER

Special
2022

RECRUITMENT SPECIAL GOODBYE... FOR NOW!

Lauren Moore Heads on Maternity Leave. Mark Allen Covers as Operations Manager

At the end of April, Lauren Moore leaves us to welcome a new member of her family. Whilst she will be sorely missed, we at The Bureau wish all the best to Lauren and her family.

Lauren's role will be covered by Mark Allen, an experienced Operations Manager with a strong understanding of The Bureau and its role in the community. Mark brings with him years of experience and a drive to hit the ground running to ensure a smooth transition.



Congratulations, Lauren!

THE BUREAU

WE'RE HIRING!

BBO Work Coach
Fixed Term Contract to June 2023
£24,828 per annum
37.5 hours per week (negotiable)
Vacancy closes 5pm on Wednesday 11th May 2022.
Interviews to be held on Wednesday 18th May 2022 in our office in central Glossop
For more information, please call 01457 865722 or visit:
www.the-bureau.org.uk/vacancies

THE BUREAU

WE'RE HIRING!

Life Skills Lead
12 Months Fixed Term Contract (with possibility of extension)
£26,245 per annum
30 hours per week
Vacancy closes 5pm on Monday 2nd May 2022.
Interviews to be held on Wednesday 11th May 2022 in our office in central Glossop
For more information, please call 01457 865722 or visit:
www.the-bureau.org.uk/vacancies



SCAN WITH YOUR PHONE
TO DONATE

TEXT
GLOSSOP TO GIVE
TO
70450 **£2**

Texts will cost the donation amount plus one standard network rate message.

THE BUREAU

WE'RE HIRING!

Move More High Peak Children and Young People's Officer

Fixed Term Contract - 2 Years
£24,828 plus pension
37.5 hours per week

Vacancy closes 5pm on Sunday 8th May 2022.
Interviews to be held on Monday 16th May 2022 in our office in central Glossop

For more information, please call 01457 865722 or visit:
www.the-bureau.org.uk/vacancies




PCrefurb

NOW HIRING

PROJECT MANAGER- DIGITAL WELLBEING PROJECT
10-MONTH FIXED TERM CONTRACT
£28,000 pro rata
30 HOURS PER WEEK

VACANCY CLOSES
5PM FRIDAY 6TH MAY
INTERVIEWS TO BE HELD
MONDAY 16TH MAY

TO APPLY VISIT
WWW.PCREFURB.ORG.UK/JOBS

THE BUREAU

CV WORKSHOP



**Haven't got a current CV?
Need help preparing one for free?**

The Bureau can help!

**Come to The Bureau on a Wednesday.
Remote service available on request, via email/phone.**

Appointments are available every Wednesday between **9.00am and 5.00pm**

Book by calling **01457 865722**



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Community Support

NOW HIRING

OPERATIONS MANAGER
PERMANENT CONTRACT
£30,095 pro rata
28 HOURS PER WEEK

VACANCY CLOSES
9AM MONDAY 9TH MAY
INTERVIEWS TO BE HELD
MONDAY 16TH MAY

TO APPLY VISIT
WWW.CONNEX.ORG.UK

Getting into Work

Pre-Employment Offerings at The Bureau

Did you know that we also offer our CV Workshop to those currently in employment as a way to improve opportunities? Even several of our staff have used this service to polish their CVs and better advertise their skills. If you're interested in using this service, get in touch!



Community Wellbeing
Tameside & Glossop

01457 865722

info@the-bureau.org.uk



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22 Henry Street
Glossop, SK13 8BW

www.the-bureau.org.uk

The Bureau, Glossop



@Glossop_Bureau



Tameside and Glossop
Integrated Care
NHS Foundation Trust

Tameside and Glossop
Clinical Commissioning Group



High Peak Borough Council
working for our community



COMMUNITY FUND