



Vacancy



Title: Senior Manager - joint post, part time

Location: The Manchester Deaf Centre
Crawford House, The University Precinct, Booth Street East, Manchester,
M13 9GH

Responsible to: Trustees

Salary: £29,328 per annum

Basis: 3 days per week

About us:

Established in 1846, Manchester Deaf Centre is the largest organisation to provide support to the local deaf community within Greater Manchester and beyond. We host a variety of services and groups that offer support, learning, training opportunities, social events and much more.

We strive to be committed to service users, to be dependable, innovative, inclusive, and ever evolving in our learning and sharing information and developing of our services.

We work with a large variety of organisations to promote access and inclusion for deaf and hard of hearing people within Manchester and its surrounding districts.

About you:

You will have senior managerial experience, and BSL as a first or second language. The role is shared with another Senior Manager therefore, communication skills and teamwork are imperative for this position. You will be flexible and be willing to work both from home and within the Manchester Deaf Centre office depending on the business need. You will have experience of managing employees and volunteers and a good understanding of compliance related tasks. You will be able to organise your time and workload effectively.

Role & Responsibilities:

- Working closely with MDC's Senior Manager and management team to develop high quality business strategies and plans, ensuring their alignment with short- and long-term objectives.
- Oversee the Children & Young People's Service, British Sign Language Tutors, and Office Manager to ensure business activities are producing the desired results and are consistent with the overall strategy and mission.
- Build trusted relations with key partners and stakeholders.
- Analyse problematic situations and provide solutions to ensure the growth of MDC.
- Representing MDC at forums and disability group meetings.
- Attend trustee meetings and provide key information.

This is not an extensive list of duties, and you will be expected to perform different tasks as required by your role and the organisations objectives.

Please send your CV and covering letter explaining how you would meet the expectations of the Senior Manager role to Senior Manager, Mark Woodall – markwoodall@manchesterdeafcentre.com

Application Deadline – Friday 6th October – 12 noon.

Interviews will be held on Tuesday 10th October