

## Job Outline – Operations & Development Manager (Derbyshire Dales)

*Voluntary & Community Services Peaks & Dales* (VCSPD) is a registered charity and a company limited by guarantee. We have offices in Ashbourne, Buxton, Bakewell and Ashton under Lyne, from where we provide a range of services that help vulnerable people in our community.

Our support services include transport, befriending and practical help, *Home from Hospital*, a sitting and support service for adults and children with a disability, care and practical support services for older people.

The **Operations & Development Manager** is responsible for the management and development of our *Readycall Macmillan* service across the Derbyshire Dales, and for our *Home from Hospital* and *Voluntary Car Scheme* Services, which currently operate in the southern Derbyshire Dales, but with potential for expansion.

Our ***Readycall Macmillan*** service provides simple practical help and social contact to older, disabled and vulnerable people whose lives have been affected by cancer, or by other life limiting conditions. We help them to continue to live safely and independently in their own home.

Our ***Home from Hospital*** service provides low level practical support and social contact to enable older people to return home safely after a stay in hospital. The service is targeted at older people who have little or no family support.

Our ***Voluntary Car Scheme*** provides transport to medical and social therapeutic appointments for older and disabled people who are unable to use public transport.

All of the above services are delivered with the support of volunteers and are administered by paid Coordinators. Referrals to the schemes come from Macmillan staff, GPs, Hospital discharge teams and other health professionals, Social Services, friends and family, as well as the individual themselves.

A detailed description of the **Operations & Development Manager** role can be found in the Job Description. *Please note that the services do not provide clinical support; therefore the post does not require the holder to have a medical background.*

The vacancy has arisen because our current manager is moving to a new job in another charity – and we are looking to appoint as quickly as possible.

The post is funded by Macmillan Cancer Support and Southern Derbyshire CCG.

More information about VCSPD, and the services we provide, can be found at [www.vcspd.org](http://www.vcspd.org)

Sorry, we do not accept CVs. To apply you need to complete our Application Form (a “fillable” PDF document).

Closing date for applications is 0900 on Tuesday 23 January and we will contact those invited for interview on Wednesday 24 January. Interviews will be on either Friday 26 January or Monday 29 January.