



**Child Action
Northwest**

Putting Children and Young People First

Child Action Northwest

We are looking to recruit:

Recruitment Officer

(Care Services) - Blackburn

Hours of Work: 37 per week

Salary: Spinal Pt 20 - 24

(£18,453 - £20,858)

Child Action Northwest is developing its Foster Care and Supported Lodgings services and we are looking for a Recruitment Officer to join our established Business & Administration team.

The successful applicant will be responsible for the recruitment & application process for prospective Foster Carers & Supported Lodgings 'host families' from first contact through to pre-panel, managing all the administration with regard to the recruiting, training and assessing of families, whilst delivering excellent customer service at all times. As part of the role, you will conduct initial visits to prospective foster carers and host families to assess their potential for the roles. You will also be expected to travel throughout the Northwest.

The creation of this post represents an exciting development within Child Action Northwest and the person appointed will receive a high level of support and supervision.

For an informal discussion please contact Lisa Navin on 01254 248282. To download an application pack, please visit our website: www.canw.org.uk or contact: HR, Child Action Northwest, Whalley Road, Wilpshire, Blackburn BB1 9LL. Tel 01254 244700

Closing Date: 22nd March 2010

(Pre employment procedures include an Enhanced CRB Disclosure).

www.canw.org.uk



INVESTOR IN PEOPLE