



Office Manager Candidate Pack 2025

A Co-operative approach to safe, quality care under your control and informed by your experience.

‘Together we can live life well’.

*Company limited by guarantee without share-holders
Registered Office: Sension House, Denton Drive, Northwich, CW9 7LU
Company No: 11676038 Care Quality Commission ID: 1-5637274181
Email: nwcarecoop@gmail.com Telephone: 01606 331853
Website: nwcarecoop.co.uk*

Welcome!

In terms of the current language in use in social care North-West Care Co-Operative (NWCC) is registered by the Care Quality Commission as a Domiciliary Care Agency (DCA) and provides personal and social “care” to clients who are “in receipt of” its services.

This is not our vision. Rather than this transactional relationship where a ‘provider’ cares ‘for’ a ‘client’ we seek a mutual one able to create a “community” whose members (be they users or providers of service) care ‘about’, support and enable each other. Our vision is optimistic. We see our purpose as not to provide “care” (a noun that we see as a passive and restrictive) – but to enable our members “to live life well” (a participle that is active and unlimited).

To do this we established North-West Care Co-Operative as a not for profit ‘service’ company to provide safe, regulatory compliant support to the ‘Co-Operative’ whose members are in receipt of Direct Payments or Personal Health Budget’s and able to direct what that support looks like. Leadership is distributed with Members able to participate in decision making, problem solving, risk management etc, and quality assurance and regulatory compliance is not imposed by hierarchical control but achieved through mutual professional respect and shared clarity of purpose.

Our model is popular with our members who explain why: <https://nwcarecoop.co.uk/what-our-members-say-2>

If you would like to be part of our community fulfilling one of the crucial salaried roles that enables this vision, then we would love to hear from you. We cannot promise the earth, but if you join us, we can promise that you will become part of a supportive and caring community in which ‘Together We can live life well’.

John Roberts

John Roberts
Registered Manager

Background to this role North-West Care Co-Operative has been trading since July 2019 and is now a thriving and established 'community' of social care, with a waiting list of potential members wanting to join us. We are at a stage in our development where we can invest more into our infrastructure to consolidate our success and provide a firm base for any future growth or diversification to deliver our ambition to deliver services that are 'more than care'.

You can find details of the Person Specification for this role at Appendix 1

Want to learn more? Please contact John Roberts on 01606 331853 for an informal discussion

Interested? *Please complete a covering Letter & CV, detailing why you are right for the role and how you meet the essential criteria in the person specification,* and return by email to nwcarecoop@gmail.com

Timetable

Deadline for applications: 9am Monday 10/11/25 **Short listing completed:** Close Of Play 14/11/25
Interviews: Week commencing 17/11/25

What we do with your data In accordance with the Data Protection Act 1998, and the General Data Protection Regulations 2018, the information provided in your application will be used as part of the recruitment and selection process and may be disclosed to those who need to see it. It will also form the basis of the confidential personnel record of successful applicants.

In the case of unsuccessful applicants, the application form will be destroyed after 6 months, in line with our Privacy Policy.