

Town Hall Complex Service Timetable – Updated November 2016. Please contact p.norris@manchester.gov.uk to make changes or update details.

Day/Time	Service	Service Offer	Eligibility	Venue	Service Contact Person	Organisation Contact Details	Service Type	Other service locations
Every Day in the CSC	Citizens Advice Bureau	Advice and guidance on benefits, work, debt and money, housing, law and rights and discrimination	Accessible to all Manchester residents	CSC	Mary Brown mary.brown@citizensadvicemanchester.org.uk	0161-203-2528 phta@manchestercab.org www.manchestercab.org	Drop in and appointment	Outreach services available at 30 sites in LA – see website for details
Every Day in the CSC	Employer Suite	Free recruitment service for Manchester businesses, matching residents to live opportunities	Accessible to all businesses recruiting in Manchester, and all residents	CSC, Employer Suite (CSC adjacent)	Corona Newton corona.newton@dwp.gsi.gov.uk	07769234405	Appointment only	N/A Permanently based in the CSC / THX
Tues All Day	National Careers Service	Employment and skills advice, one-to-one support, CV writing, interview skills	Accessible to all Manchester residents	CSC	Mark Lacey mark.lacey@theworkcompany.co.uk	0800 100900 https://nationalcareersservice.direct.gov.uk/Pages/Home.aspx	Appointment only	Available at JCP offices and work clubs throughout city – please see website for details
Tues AM	Digital Skills Drop-in	Digital Skills Drop In	Open access	Central Library			Drop-in	
Weds All Day	Central Library Work Club	Open Access Work Club for Manchester residents, offering free information, advice, guidance and training around employment, supported by The Manchester College	No criteria - Open Access	Business and IP Library	Marion Gattens (The Manchester College) mgattens@themanchestercollege.ac.uk	0161 234 1991	Drop In	Work Clubs from a range of providers available across the city www.manchester.gov.uk/directory/86/manchester_work_clubs
	National Careers Service	Employment and skills advice, one-to-one support, CV writing, interview skills	Accessible to all Manchester residents	CSC	Mark Lacey mark.lacey@theworkcompany.co.uk	0800 100900 https://nationalcareersservice.direct.gov.uk/Pages/Home.aspx	Appointment only	Available at JCP offices and work clubs throughout city – please see website for details
Weds PM*	Volunteer Centre Manchester	Information, support and training for residents who want to volunteer	Any Manchester resident aged 16 or over	Library 3 rd Floor IT Suite and Business and IP Centre	Jack Puller jack@macc.org.uk	volunteercentremanchester.co.uk 0161 830 4770	Appointment, Drop In (when availability)	Volunteer Centre MCR, c/o MACC, 3 rd Floor, Swan Buildings 20 Swan Street M4 5JW
Fri All Day	Self Help Services	CBT for people experiencing low level mental health issues	Open to all Manchester residents	2 nd Floor Study Carrels	Abi Brayford abigail.brayford@selfhelpservices.org.uk	www.selfhelpservices.org.uk 0300 003 7029	Appointment only	Various locations in Manchester, telephone and E-Therapy available
Fri AM	National Careers Service	Employment and skills advice, one-to-one support, CV writing, interview skills	Accessible to all Manchester residents	Employer Suite	Mark Lacey mark.lacey@theworkcompany.co.uk	0800 100900 https://nationalcareersservice.direct.gov.uk/Pages/Home.aspx	Appointment only	Available at JCP offices and work clubs throughout city – please see website for details
Fri AM	Citizens Advice Bureau	Private tenants' advice, specialist advice to private tenants on debt, housing and benefits.	Accessible to all Manchester residents	PACE Room 6	Maren Callaghan maren.callaghan@manchestercab.org	0161-203-2528 phta@manchestercab.org www.manchestercab.org	Appointment only (including referral via CSC drop-in)	Outreach services available at 30 sites in LA – see website for details

Fri AM	People Plus	Business start-up advice drop in for anyone thinking of starting their own business.	Accessible to all Manchester residents	Central Library, 3 rd Floor, Business and IP Centre	Ann Monaghan	0161 838 0810 http://peopleplus.co.uk	Drop In	
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*Please check www.volunteercentremanchester.co.uk/ for details of additional sessions