

Job Title: Outreach Client Liaison Officer
Based at: Manchester
Salary: £8.40 per hour
Job Type: Permanent
Hours: 30 hours per week (to include some Saturday's)
Closing date: 23rd October 2017

We are looking to recruit a Client Liaison Officer to join our team.

Ideally you will have:

- A passion for working with people
- You will have excellent communication, interpersonal and IT skills
- You will communicate effectively and empathetically with clients and their relatives
- Own transport essential (travel expenses paid, but not travel time)
- You will be willing to travel to other sites, as below:

Mon- Macclesfield

Tues- Blackpool

Weds- Preston

Thurs- Oldham

Fri- Bury

Do you have secondary education, or NVQ Level 2 equivalent?

Do you have at least 2 years' experience in an administrative capacity involving face to face contact with the public?

Are you computer literate with a reasonable level of keyboard skills?

Do you possess a full clean driving licence?

If you have answered 'yes' to all the above questions and meet all the essential criteria outlined in our person specification, then please apply on-line on the NHS website at www.jobs.nhs.uk

All posts are subject to a Disclosure and Barring check