

# JOB OPPORTUNITY

## Information Officer with Administrative Duties

**Hours:** Full time (35 hours p/w). Job share possible.

**Salary:** £15000 - £17000 p/a plus performance-related bonus

**Contact Type:** Fixed-term 9 month contract with potential to extent

**Location:** Oxford

We have an exciting opportunity for someone with drive, ambition and excellent communication skills to join the staff of a social enterprise in its first year of trading on a new NHS-funded project. Beacon has recently been commissioned by NHS England to pilot the first national specialist NHS Continuing Healthcare information and advice service. The core function of this role is to be the public-facing first point of contact for callers to the advice service, offering tier one information and supporting the tier two specialist advice team with administrative duties. With big plans for the future, we want you to be part of a strong team committed to delivering excellence and achieving success in line with our commercial and social objectives.

You will be an excellent communicator with good interpersonal skills and experience of working in a client-facing information, advice or administration role. A proven ability to provide clear and coherent information via the telephone in a way that is accessible to a broad client base is essential.

The successful candidate will be able to establish a good rapport with clients and stakeholders in a professional and caring manner, upholding brand values.

In return, you can look forward to working with a small but highly-skilled and dynamic team, and having influence over the future strategic direction of the company. We also offer a competitive salary with performance-related bonus and an excellent benefits package.

The nature of this role demands complete confidentiality and flexibility with regard to the needs of the new business and its clients. This is a salaried role and some evening and weekend work may be expected.

For more information about this role please contact Dan Harbour, Managing Director, on 0345 548 0300 or email [dan.harbour@beaconhc.co.uk](mailto:dan.harbour@beaconhc.co.uk)

To request an application pack please email your expression of interest to [enquiries@beaconhc.co.uk](mailto:enquiries@beaconhc.co.uk). CVs will not be accepted.

**Closing date: 9am Monday 26<sup>th</sup> January 2015**

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