



**FIRST CONTACT CLINICAL**  
ENABLING HEALTHY BEHAVIOUR CHANGE

First Contact Clinical is a social enterprise established in South Shields in 2008. We strive to make a difference to the health and wellbeing of disadvantaged people and communities by motivating healthy behaviour change. We specialise in delivering person focussed, outcomes driven Behaviour Change services and skills training to people and professionals living and working in the North East. Our front-line work in health and social care means that what we do is shaped using real world experiences and makes a difference where it is needed most.

### **Office Manager**

**Full-time (37.5 hours per week), Part-Time considered**

**Salary £24,000 per annum**

Do you have a positive attitude, good sense of humour as well as the enthusiasm and commitment to get the job done to the highest quality? If so, we'd like you consider this opportunity to join a growing company with its head office based in South Tyneside.

First Contact Clinical is excited to be recruiting an Office Manager to become the central point of contact for our staff and volunteers. You will have an overview of many different things, an impeccable working knowledge of the company and its purpose. You will ensure the smooth running of the office on a day-to-day basis.

You will be experienced in working in a busy office environment and demonstrate the ability to multi-task and prioritise a diverse workload. You will be highly organised, adaptable and able to work autonomously. You will be an enthusiastic worker, with excellent communication skills and a proven track record of high quality independent and collaborative work.

Full training will be provided and you will receive ongoing support to ensure continuous personal development and support you to reflect on your practice. This is a fantastic opportunity to learn and grow in a company, which is developing at a fast-pace and making a difference with the people we work with.

The Application Form and Job Description including Person Specification are available to download from [www.firstcontactclinical.co.uk](http://www.firstcontactclinical.co.uk).

An enhanced Disclosure & Barring Service (DBS) police record check in relation to vulnerable adults (previously known as CRB check) is required for this role. A driving licence and use of own vehicle is required for this role.

To apply please complete the employment application form and return it to [jobs@firstcontactclinical.co.uk](mailto:jobs@firstcontactclinical.co.uk) by 10:00 on Friday 15<sup>th</sup> November 2019.

Telephone interviews will be followed by an assessment day will be held on 21<sup>st</sup> November 2019 at Centre for Change, Stanhope Parade, South Shields, NE33 4BA. We reserve the right to bring forward the closing date.

If you wish to discuss this position further please contact Susan Gill, Director of Operations on 07761427524.

***"Enabling Healthy Behaviour Change"***