

Job opportunity

PROJECT COORDINATOR & RELATIONSHIP MANAGER

Ferndown, Dorset

Full (or nearly full) time, Monday to Friday

£28K p.a. pro rata depending on skills and experience

Initially for one year, with a view to extending

This is an opportunity to join our dynamic mental health consultancy, in a role which will predominantly be coordinating our currently expanding volume/range of training and support for the NHS and Social Care. The post holder will need excellent project coordination skills and the ability to build positive relationships and respond to a wide range of queries, from both staff and clients. Excellent people skills are essential, as is efficiency, and ideally experience of working with sometimes demanding organisations, including the health service, with the flexibility to problem solve on occasion. Being able to prioritise tasks and work independently, under the general supervision of the business development director but liaising across the business, and the ability to forward plan are also required. The role holder will have to work across departments to ensure administrative, operational and business development processes are joined up.

Please send CV with a covering letter to: juliepalmer@marchonstress.com