

## PRESS RELEASE

Date 10<sup>th</sup> December 2009

### PATIENTS' COUNCIL EXPANSION

The Patients' Council is expanding due to increasing workload and its support of various projects across the North East Sector of Greater Manchester. The Council have just appointed its first Project Officer.

The Council is seeking to recruit an enthusiastic, well educated and organised team member to run its busy office. The successful manager will be accustomed to working under pressure and will have the opportunity to be responsible for a full range of office duties including ; diary management, filing and record keeping, Preparation of agenda and taking minutes of meetings , organising events and supporting the Chair, Project Officer and administrative officer in their duties. There will also be an opportunity to support projects. The successful applicant will be expected to have a flexible approach and carry out their duties with tact and diplomacy. This is an exciting opportunity to join an organisation which is continuing to develop innovative approaches to public engagement in health and social care.

For more information please see the <http://www.patientscouncil.org.uk/Job-Opportunities.php>

The closing date for applications is Friday 18 December 2009 unless oversubscribed.

**ENDS**

For further information, please contact The Patients' Council on 0161 766 9323

#### **Notes to editor:**

The Patients' Council was established in 2005 and is made up of a membership of more than 12,000 people from all walks of life, age and race.

It is an independent organisation that endeavours to make sure the concerns, views and thoughts of patients influence both current and future health services.

The Patients' Council aims to develop a patient-led NHS and advises local NHS trusts and other relevant organisations on a range of health issues.