**Support Administrator Person Specification**

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| --- | --- | --- | --- |
|  | Essential | Desirable | Evidence |
| Experience | Providing administrative support Working as part of a team | Experience of working in a client/patient focused environment | InterviewReferencesApplication form |
| Knowledge & Skills | IT literate Competent in the use of Word and Excel spread sheetsOrganisation andnegotiation skillsEffective CommunicationAbility to motivate self and othersAbility to work autonomously and as part of a teamExcellent written communication skills | Ability to update/use social media platforms | InterviewReferencesApplication form |
|   Personal |

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| The post holder will be enthusiastic about working directly with people affected by cancer within an innovative programme of supportive care, which integrates contributions form a range of professional disciplines. A warm empathic manner, enthusiasm flexibility and willingness to develop skills  |

  |  | InterviewReferencesApplication form |