**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 | Interview  References  Application form |
| Knowledge & Skills | IT literate  Competent in the use of Word and Excel spread sheets  Organisation and  negotiation skills  Effective Communication  Ability to motivate self and others  Ability to work autonomously and as part of a team  Excellent written communication skills | Ability to update/use social media platforms | Interview  References  Application form |
| Personal | |  | | --- | | 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 | |  | Interview  References  Application form |