**Support Coordinator Person Specification**

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|  | Essential | Desirable | Evidence |
| |  |  |  |  | | --- | --- | --- | --- | | Training and qualifications |  |  |  | |  | | | | | Degree/Diploma level education or equivalent experience.  Evidence of  continued  professional  development | Post graduate qualification in a relevant field.  Experience of working in - Health or Social care professional with appropriate registration | Application and certificates |
| Experience | Experience of  multi-professional  working  Evidence of good  communications  skills  Experience of carrying out 1:1 assessments, working in a support role and offering advice and information  Evidence of developing and delivering services  Ability to support  change | Experience of  audit and  research  Experience  Team working  Experience of delivering training and or coaching | Interview  References  Application form |
| Knowledge & Skills | IT literate - Able to produce/analyse reports; knowledge and use of spreadsheets  Organisation and  negotiation skills  Car driver - Able to travel between sites  Effective Communication  Ability to motivate self and others  Ability to work autonomously and as part of a team  Flexible attitude  to working and ability to work to deadlines  Excellent written communication skills  Understanding or equality and diversity issues and how this affects clients, family members and staff  Understanding of Information Governance and Confidentiality | Leadership and  motivational skills  Communication at all levels and using 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 of providing cancer support in an innovative programme, which integrates contributions, form a range of professional disciplines. |     Ability to deal with complex and difficult emotional  Situations |  | Interview  References  Application form |