**Support Coordinator Person Specification**

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|  | Essential | Desirable | Evidence |
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| Training and qualifications  |   |  |  |
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 | Degree/Diploma level education or equivalent experience.Evidence ofcontinuedprofessionaldevelopment | Post graduate qualification in a relevant field.Experience of working in - Health or Social care professional with appropriate registration  | Application and certificates |
| Experience | Experience ofmulti-professionalworkingEvidence of goodcommunicationsskillsExperience of carrying out 1:1 assessments, working in a support role and offering advice and informationEvidence of developing and delivering servicesAbility to supportchange | Experience ofaudit andresearchExperienceTeam workingExperience of delivering training and or coaching | InterviewReferencesApplication form |
| Knowledge & Skills | IT literate - Able to produce/analyse reports; knowledge and use of spreadsheets Organisation andnegotiation skillsCar driver - Able to travel between sitesEffective CommunicationAbility to motivate self and othersAbility to work autonomously and as part of a teamFlexible attitudeto working and ability to work to deadlinesExcellent written communication skillsUnderstanding or equality and diversity issues and how this affects clients, family members and staffUnderstanding of Information Governance and Confidentiality | Leadership andmotivational skillsCommunication at all levels and using 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 of providing cancer support in an innovative programme, which integrates contributions, form a range of professional disciplines.  |

 Ability to deal with complex and difficult emotionalSituations |  | InterviewReferencesApplication form |