

Person Specification



Job Title: Administrator

Department: Patient, Family and Carer Support Service (PFCSS)

Location: Coventry, with travel to all sites as required

Responsible to: PFCSS Lead

Attributes	Essential	Desirable
Educational / Professional Qualifications	<p>English and Maths GCSE Grade C or above (or equivalent), NVQ 2 or above</p> <p>RSA 1 or equivalent speed and accuracy</p> <p>IT trained in Microsoft Outlook, Excel, Word and databases</p>	
Previous Experience	<p>Experience in administration and working within a Multidisciplinary Team</p>	<p>Experience of working in a healthcare environment</p> <p>Experience of communicating with and working with volunteers</p>
Skills and Attributes	<p>Excellent personal organisational skills</p> <p>Ability to assist the team in organisation of events and meetings</p> <p>Able to work individually and as part of a team</p> <p>Awareness of and adherence to patient confidentiality and data protection</p> <p>Administrative skills, IT skills in Microsoft Outlook, diary management, Excel and Word</p> <p>Ability to communicate clearly and sensitively with patients, visitors, staff and volunteers in a variety of</p>	<p>Willing to undertake further development and training as the need arises</p>

	situations	
Other	Full driving licence and access to a vehicle / ability to travel to all of our sites as required	