

### Person Specification

**Job Title: Macmillan Project  
Coordinator**

**Division: Corporate**

Job Requirements		Weighting
<b>QUALIFICATIONS/TRAINING</b> <ul style="list-style-type: none"> <li>Level of education</li> <li>Professional qualifications</li> <li>Vocational Training</li> <li>Post basic qualifications</li> <li>Training and learning programmes/courses</li> </ul>	<ul style="list-style-type: none"> <li>Undergraduate Degree, Higher National Diploma, or equivalent experience in relevant area</li> </ul>	E
	<ul style="list-style-type: none"> <li>Educated Business apprenticeship level 3 equivalent experience</li> </ul>	D
	<ul style="list-style-type: none"> <li>GCSE Grade C or equivalent good literacy, numeracy and IT</li> </ul>	E
	<ul style="list-style-type: none"> <li>Evidence of personal professional development</li> </ul>	E
<b>EXPERIENCE</b> <ul style="list-style-type: none"> <li>Length and type of experience</li> <li>Level at which experience gained</li> </ul>	<ul style="list-style-type: none"> <li>Experience of Project administration and project implementation</li> </ul>	E
	<ul style="list-style-type: none"> <li>Experience working in team</li> </ul>	E
	<ul style="list-style-type: none"> <li>Experience of working in a busy deadline-oriented office</li> </ul>	D
	<ul style="list-style-type: none"> <li>Demonstrable knowledge of equal opportunities practices and data protection requirements</li> </ul>	D
<b>SKILLS/KNOWLEDGE</b> <ul style="list-style-type: none"> <li>Range and level of skills</li> <li>Depth and extent of knowledge</li> </ul>	<ul style="list-style-type: none"> <li>Professional telephone manner</li> </ul>	D
	<ul style="list-style-type: none"> <li>Excellent Computer Skills in Microsoft Office, Excel, Word, Outlook</li> </ul>	E
	<ul style="list-style-type: none"> <li>High level of organisational skills</li> </ul>	E
	<ul style="list-style-type: none"> <li>Ability to prioritise own workload within conflicting demands</li> </ul>	E
	<ul style="list-style-type: none"> <li>Ability to work on own, recognising when to refer issue to a senior member of staff.</li> </ul>	E
	<ul style="list-style-type: none"> <li>Ability to follow instructions and procedures and recognise the importance of these within the organisation.</li> </ul>	E
	<ul style="list-style-type: none"> <li>Clear understanding of the need for confidentiality in the job role</li> </ul>	E
	<ul style="list-style-type: none"> <li>Experience of working with databases</li> </ul>	E

<b>PERSONAL QUALITIES</b> <ul style="list-style-type: none"> <li>Sometimes called attributes</li> </ul>	<ul style="list-style-type: none"> <li>Excellent communication skills</li> <li>Team player</li> <li>Good coaching skills</li> </ul>	E E E
<b>OTHER JOB REQUIREMENTS</b> <ul style="list-style-type: none"> <li>Physical attributes</li> <li>Specific job circumstances such as unsocial hours</li> <li>Special requirements such as car driver</li> </ul>	<ul style="list-style-type: none"> <li>Team Player</li> <li>Flexible and adaptable approach</li> <li>Learns from experience and feedback</li> <li>Ability to embrace organisational change</li> <li>Under supervision, visit clinical areas across the Trust</li> <li>Independent means of transport in order to commute to various location, sites (with equipment, at times)</li> </ul>	E E E  E  E  E

* Notes on Completion	
<b>JOB REQUIREMENTS</b> The job requirements are in effect the person specification, in that they specify the person who could do the job competently.	<b>WEIGHTING</b> Please indicate for each criteria whether it is <b>Essential</b> or <b>Desirable</b> .