**Person Specification – Project Support Officer**

**Qualifications and Knowledge**

Essential

* An awareness of the healthcare and clinical landscape
* An understanding of the organisational requirements of a well-established but fluid network, as well as an understanding of its interactions with existing agencies and partner organisations
* Knowledge of the processes and procedures involved in project management

Desirable

* Educated to degree level or equivalent

**Skills**

Essential

* Excellent written and oral communication skills, including the preparation and delivery of presentations
* A high level of literacy and strong copywriting skills
* The ability to communicate and interact, with project delivery teams
* Exemplary interpersonal and networking skills
* Knowledge of the resources associated with the organisation of meetings and events, such as teleconferencing, video-conferencing and other presentation media
* The ability to be self-motivated, show initiative, and work under own direction
* The ability to plan, organise, and prioritise, work load, ensuring the effective delivery of projects within the Work Programme
* Excellent IT skills, including competent use of Microsoft Office

Desirable

* The ability to understand the clinical and care context that underpins the objectives of the AHSN NENC, and communicate this information both orally and in writing
* The ability to work under pressure in order to achieve targets
* The ability to work well both independently and as a member of a multidisciplinary team
* The ability to compile, interpret, and analyse data, to generate meaningful reports

**Experience**

Essential

* Experience of communicating difficult and sometimes challenging information both orally and in writing, to an array of audiences
* Experience of project management in accordance with defined deliverables and milestones, and the meeting of specific audit requirements

**Other**

Essential

* A positive and supportive attitude, as well as the ability to work flexibly and cooperatively with others
* The ability to engender trust amongst colleagues and operate with professional credibility
* A high level of motivation with the ability to influence and inspire others