

**Role:**

Administrator

**Rating Key:**

**Rating Key:**

E	Essential
D	Desirable
App	Application process
Int	Interview

Skills	
1	Educated to GCSE level or equivalent, including Maths and English at grade C or above.
2	Communication skills to liaise with supporters and relate to a range of people from diverse backgrounds.
3	Planning, organisation and scheduling skills to undertake a variety of work-related tasks, such as preparing correspondence, conducting research and providing assistance with mailings.
4	Proven accurate and efficient data entry skills.
5	A passion for our cause.
6	A high level of numeracy and literacy skills.
7	Previous administration experience.
8	Previous reception or call handling experience
9	An understanding and appreciation of the workings of the charity sector.
10	Self-management skills to organise own work, deliver quality customer service, effectively manage competing demands, and maintain professional development.
11	Teamwork skills to work effectively in the team and with wider stakeholder groups.
12	An understanding of cancer-related issues and the issues facing cancer patients, their families and the NHS.

E											App
E											App & Int
E											Int
E											App & Int
E											App and Int
E											App
E											App and Int
D											App and Int
D											App and Int
E											Int
E											App and Int
E											App & Int

