



Greater Peterborough
Network

Person Specification

Job Title: Project Support Worker

Salary: £19-£23k per annum

	Essential Criteria	Desirable Criteria
Qualifications and Training	<ul style="list-style-type: none"> • A' Level or equivalent level education or ability to demonstrate competency at this level 	<ul style="list-style-type: none"> • Project Management qualification
Experience	<ul style="list-style-type: none"> • Demonstrable experience of supporting a project or initiative • Demonstrable experience of developing and managing relationships with a variety of stakeholders • Significant and demonstrable administrative experience • Demonstrable experience of summarising large amounts of information into user friendly documents • Demonstrable experience of taking minutes at meetings at all levels 	<ul style="list-style-type: none"> • Experience of working in NHS or Learning and Development • Experience of developing communication and marketing materials
Personal attributes	<ul style="list-style-type: none"> • Understands the principle of confidentiality • Accepts responsibility and accountability for own work • Recognises the limits of own authority within the role • Seeks and uses professional support appropriately 	
Working within Professional Boundaries	<ul style="list-style-type: none"> • Highly motivated and resourceful • Able to maintain high standards of diplomacy and understands the principle of confidentiality. • Accepts responsibility and accountability for own work and can define the responsibilities of others • Able to establish positive relationships and mutual respect with people at all levels • Ability to contribute effectively 	
Self-awareness	<ul style="list-style-type: none"> • Can demonstrate a flexible approach • Has realistic knowledge of personal strengths and areas for development 	