

## Person Specification - Travel Health Advice Centre (THAC) Intern

The following are considered essential or desirable for these posts:

	Essential	Desirable
<b>Skills and Knowledge</b>	<p>Ability to work to deadlines and multi-task under pressure</p> <p>Methodical and organised approach to work and commitment to accuracy</p> <p>IT literate with a capacity to use a Patient Management System</p> <p>Good command of Microsoft Office software</p>	<p>Capable of working under own initiative</p>
<b>Experience</b>	<p>Successful delivery of objectives</p>	<p>Health sector experience e.g. general practice surgery</p> <p>Voluntary sector experience and understanding</p> <p>Experience of living, working or travelling in developing countries</p>
<b>Organisational Skills</b>	<p>Excellent administration and organisation skills</p> <p>Ability to cope with normal work pressures</p> <p>Willingness to take ownership and accountability</p> <p>Willingness to develop new skills and ideas and promote these in the working environment</p> <p>Willingness to work with colleagues who work mainly from home</p>	

<p><b>Communication &amp; People Skills</b></p>	<p>Excellent communication skills, both orally and in writing and confidence liaising and communicating with colleagues, client agencies and individuals</p> <p>Ability to convey and receive complex and sensitive information</p>	
<p><b>Values and style</b></p>	<p>Wholly in sympathy with InterHealth's Christian ethos</p> <p>The willingness to work in a multidisciplinary team and with flexibility</p> <p>Friendly outgoing manner with ability to empathise with InterHealth's wide range of clients</p> <p>Collaborative and inclusive style of working</p>	<p>Interest in and/or commitment to relief and development and mission sectors</p>