

ROLE DESCRIPTION

POST TITLE:	Cancer Support Group Sessional Worker
SESSIONAL WORK	£390 per month (£10ph)
HOURS:	9hrs per week
Period	Sept 2022 - to be reviewed on a monthly basis
LOCATION:	Moston and Harpurhey
ACCOUNTABLE TO:	Community Engagement and Development Coordinator
MAIN CONTACTS:	CSUK Community Engagement and Development Coordinator CSUK Project Finance and Administrator CSUK Sessional Workers Volunteers Service Users

MAIN DUTIES AND RESPONSIBILITIES:

General Duties:

To provide administrative support and lead on the coordination of the Moston and Harpurhey Support Groups in North Manchester as directed by the Community Engagement and Development Coordinator (CEDC). The main requirements of the role are:

Providing holistic support to people diagnosed with or affected by cancer.

Support Groups

- Provide a welcoming, warm, safe, and confidential space for service users
- Coordinate and deliver the various CSUK cancer support groups to include preparing space, refreshments etc
- Identify and secure culturally appropriate facilitators to deliver wellbeing activities and therapies (supported by the CEDC)
- Providing weekly updates to service users of upcoming activities/workshops/sessions via within group setting and via CSUK's whatsapp group (set up on CSUK mobile)
- Encourage and support engagement and participation in CSUK's wellbeing activities
- Identify service user needs and if necessary, refer to other services internal or external to CSUK

Administration

- Register new service users via our central registration process
- Collate comments/feedback, type up after each session and email to CEDC

Financial

- Reimburse service user travel from petty cash
- Replenish refreshments, biscuits etc from petty cash and complete form

Other

- Any other duties relating to the efficient coordination and delivery of the cancer support groups and related wellbeing activities.
- Promote and publicise support group within your community, to community groups and organisations
- Assist with planning, organising and delivery of cancer awareness community events
- Attend training as and when required

Work Related Circumstances:

1. Work in accordance with all CSUK policies, procedures and guidelines
2. Work in accordance to all relevant legislation such as health and safety in the work place
3. Undergo supervision with an identified Line Manager
4. Through supervision, to identify training needs and take development opportunities offered through the organisation
5. To work flexibly, there may be evening and weekend meetings for which time off in Lieu will be given
6. Post is subject to a DBS Check

The above duties are not intended to be an exhaustive list, but an indication of the requirements of the post. The duties within this may be varied from time to time to reflect the changing needs of the organisation and its services.

PERSON SPECIFICATION

	ESSENTIAL/ DESIRABLE	ASSESSED
EDUCATION/QUALIFICATION		
Good level of education	D	Application Form
A willingness to undertake training in First Aid and other relevant health and safety-related courses	E	Application Form
EXPERIENCE, KNOWLEDGE AND SKILLS		
Ability to handle sensitive information and has an understanding of confidentiality and personal boundaries	E	Application Form/ Interview
Previous experience of working with community members experiencing health issues	D	Application form / interview
Excellent communication skills and ability to communicate with people at all internal and external stakeholders	E	Application Form/ Interview
Excellent listening skills, with empathetic attitude /approach	E	Application Form/ Interview
Ability to navigate relationships and difficult situations	E	Application Form/ Interview
Previous experience of working in a health and social care/voluntary/community setting	D	Application form / interview
Good numeracy, literacy and IT skills	D	Application Form/ Interview
IT literate – comfortable using IT, including Outlook and virtual meeting systems, creating and maintaining spreadsheets, databases, letters and publications using IT systems and software such as Excel, Word, Publisher, etc	D	Application Form/ Interview
Excellent organisational skills (ability to prioritise own workload)	D	Application Form/ Interview
Excellent administration skills	E	Application Form/ Interview
Ability to work on own initiative and part of a team	E	Application Form/ Interview
An understanding of the voluntary sector/cancer organisations	D	Application Form/ Interview
An ability to prioritise the workload and deliver in a timely manner and with minimum supervision	E	Application Form/ Interview
OTHER		
Ability to learn quickly on the job	E	Application Form/ Interview
Ability to adapt to the changing needs of the organisation	E	Application Form/ Interview
Ability to work flexibly and meet deadlines	E	Application Form/ Interview

Commitment to equal opportunities and anti-discriminatory practice	E	Application Form/ Interview
Be committed to working within the BME, disadvantaged and marginalised communities	E	
Willingness to undertake training and a commitment to continuous personal development	E	Application Form
Willingness to work flexibly and able to travel to different sites and venues	E	Application Form

Post holder must be willing to work in accordance with all CSUK policies & procedures, adhere to all health & safety regulations and other relevant legislation. The post holder will undergo regular supervision and work with Line Manager to identify their training and development needs.