

ROLE DESCRIPTION

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| POST TITLE: | Cancer Support Group Sessional Worker |
| SESSIONAL WORK | £11.50 per hour |
| HOURS: | Variable |
| Period | To be reviewed monthly |
| LOCATION: | Various across Greater Manchester |
| 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 support to the delivery of our Cancer Support Groups as directed by the Community Engagement and Development Coordinator. The main requirement of the role is to provide a safe, welcoming, inclusive, and culturally appropriate cancer support service for people diagnosed with or affected by cancer.

Experience

- Knowledge or experience of the issues that people with lived experience of cancer and the impact this has on their lives
- Identify and build trusting relationships with community members who have been affected by cancer with a view of identifying their needs.
- Provide a culturally appropriate service that listens to the people we support
- Build an accessible route into the cancer support groups
- Work within communities to find out what services are available and support people to connect with and access other available health and wellbeing services within their local area.
- Knowledge and Experience
- Experience of developing supportive relationships to create a sense of belonging
- Experience of working with people who have lived experience of cancer
- Lived experience of cancer (directly or indirectly) (DESIRABLE)
- Experience of supporting people in a way which recognises and develops potential
- Experience of developing and enabling peer support
- Clear and meaningful communication skills - the ability to listen and enable people to feel heard, accepted and understood
- Ability to work in a strengths-based way that recognises the potential for individuals to develop and enable resilience

Support Groups

- Provide a welcoming, warm, safe, and confidential space for service users
- Support the delivery of the various CSUK cancer support groups to include preparing space, refreshments etc
- Provide weekly updates to service users of upcoming activities/workshops/sessions
- 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 Project Administrator
- Submit regular reports to Head Office

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 understands 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 | E | 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 | E | Application Form/ Interview |
| Excellent organisational skills (ability to prioritise own workload) | E | 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 |

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| 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.