



## VACANCY

### PROJECT COORDINATOR

**Hours of Work:** 35hrs hours per week  
**Salary:** £26,990.00 p.a.  
**Contract:** Fixed to April 2025 (extension subject to funding)  
**Based:** Home and office based - Kath Locke Centre, 123 Moss Lane East, M15 5DD (occasional travel across Greater Manchester)  
**Reporting to** CEO/Business Development Manager

We have a vacancy for a full time Project Coordinator with experience of working within and developing projects/services for Black African, Black Caribbean, and other ethnic minority communities; networking, developing and maintaining relationships/partnerships with key stakeholders, i.e., community members/groups, voluntary sector organisations, mainstream cancer support organisations, health professionals.

**About Us:** Can-Survive UK (CSUK) provides culturally sensitive support and information for people living with or affected by cancer. Established in May 2015, CSUK is a progressive charity, and you will be joining the organisation at an exciting time of expansion. For more information visit [www.can-survive.org.uk](http://www.can-survive.org.uk)

**About you:** We are looking for an enthusiastic and efficient individual to join our team. A professional, friendly, approachable, flexible, 'can do' attitude is essential for this role. With excellent communication skills and the ability to identify, create, develop and maintain relationships and partnerships with a range of key stakeholders.

**We offer:** Flexible working, employer's contributory pension scheme (3% contribution), 25 days annual leave and birthday leave (after 12 months service).

#### **The Role**

Across Greater Manchester

- develop and maintain partnerships with target community groups and organisations to foster replication and delivery of CSUK cancer support groups
- identify, secure, train and support sessional workers to deliver CSUK cancer support groups
- oversee the development and delivery of the support groups
- support partnership organisations to identify and secure fundraising opportunities to support delivery and sustainability of support groups
- develop and deliver a programme of community engagement initiatives and cancer awareness interventions with individuals, community groups and organisations



- working collaboratively with partner community organisations to attract, recruit and coordinate volunteers and train community cancer champions
- attend local and regional community and infrastructure VCSE meetings
- conduct evaluations, report writing

### **Person Specification**

The ideal candidate will be flexible, adaptable, eager and willing to respond to changing demands and priorities. You will have exceptional organisational skills, a keen interest in training and development and an enthusiasm to support the growth of culturally appropriate cancer support across Greater Manchester.

Your professional and friendly approach will promote the values of Can-Survive UK and you will be able to communicate with key stakeholders both internally and externally allowing you to build sustainable relationships and partnerships.

Essential experience includes: a track record of working within Black African, Black Caribbean and other culturally diverse, marginalised and disadvantaged communities experiencing cancer and other health inequalities; working within and understanding the voluntary/charity sector, developing, coordinating, and delivering community projects, managing people and systems, as well as experience of creating, implementing, and monitoring procedures, processes and policies.

To request an application pack:

Visit: [Work with Us - Can-Survive UK](#)

E-mail: [marcella@can-survive.org.uk](mailto:marcella@can-survive.org.uk) / Tel: 07496 089310

CVs will not be accepted.

Applicants must be eligible to work in the UK.

If you would like to discuss this role, please contact Marcella Turner at [marcella@can-survive.org.uk](mailto:marcella@can-survive.org.uk) to arrange an informal telephone discussion.

This role is subject to DBS and reference check.

<b>Closing date:</b>	<b>Ongoing until position filled</b>
<b>Interview:</b>	<b>To be agreed</b>
<b>Start date:</b>	<b>ASAP</b>