

# JOB DESCRIPTION



<b>POST TITLE:</b>	<b>PROJECT COORDINATOR</b>
<b>SALARY:</b>	£26,990.00 p.a.
<b>HOURS:</b>	35 hours per week, worked flexibly, including some evening and weekend work (for which time off in lieu will be given), as required.
<b>CONTRACT:</b>	Fixed Term until April 2025 (extension subject to funding)
<b>LOCATION:</b>	Home and Office based – occasional travel across Greater Manchester
<b>ACCOUNTABLE TO:</b>	CEO/Business Development Manager
<b>AIM OF JOB:</b>	Develop and deliver our <i>Together We Can: Greater Manchester</i> Project working collaboratively with partner organisations to replicate our culturally sensitive cancer support groups across Greater Manchester.
<b>MAIN CONTACTS:</b>	<p>CSUK Business Development Manager          CSUK Finance and Office Administrator          CSUK Cancer Support Group Sessional Workers          CSUK Volunteers          CSUK Service Users          Community groups and organisations          Community and voluntary sector infrastructure umbrella organisations/networks</p>

## **MAIN DUTIES AND RESPONSIBILITIES:**

The postholder will:

- develop and maintain partnerships with community groups and organisations across Greater Manchester to foster replication and delivery of CSUK cancer support groups
- identify, secure, train and support sessional workers to deliver CSUK cancer support groups across Greater Manchester
- support partner organisations to identify and secure fundraising opportunities to create sustainability for the support groups
- develop and deliver community engagement initiatives and cancer awareness interventions with individuals, community groups and organisations
- working collaboratively with partner community organisations, groups and individuals across Greater Manchester, and attract, recruit and coordinate volunteers and train community cancer champions

The aim of the role is to:

- oversee the successful development, coordination and delivery of CSUK's Together We Can:GM project

- Work alongside grassroots partner community groups/organisations to discuss the pathway and agree the roll out of the support groups
- work with the leads of each group/organisation to recruit sessional workers
- provide induction and training to support the sessional workers to undertake their role
- support development and delivery of support groups
- coordinate and deliver sessional workers' peer group meetings to support their learning, development, and evaluation of the support groups.
- engage with health professionals, mainstream cancer support services, and develop a referral pathway
- represent CSUK at a range of key stakeholder local and regional strategic meetings
- establish and maintain effective communication and partnerships/networking with prioritised communities
- ensure CSUK services are sensitive to the specific needs and backgrounds of service users

### **Monitoring and Evaluation**

Regularly record monitoring statistics and information about outcomes, measured against agreed targets. To monitor activity and produce monthly and quarterly reports, detailing all prevention activity and interventions undertaken, including any progress on the outcomes achieved in line with the project's KPIs.

### **Operational**

Contribute to the daily operational functions of the organisation.

### **Teamwork**

Work cooperatively with other members of the team, sharing ideas and participating constructively in staff training and team meetings.

### **Administration**

Keep accurate, confidential and up-to-date work records, in line with the organisation's policies and procedures.

### **Confidentiality**

All staff have a legal duty not to disclose confidential client/service user information and must keep accurate, concise and up to date client records at all times within a confidential setting

### **Miscellaneous**

Carry out any other reasonable duty appropriate to the role and undertake, from time to time, any additional duties which may be required to meet the needs of CSUK

### **Work Related Circumstances**

Work in accordance and comply with all CSUK policies, procedures and guidelines

Work in accordance to all relevant legislation such as Health and Safety, Data Protection, Equality and Diversity, Confidentiality etc in the work place.

### **Supervision**

Receive direction and support from your line manager and undergo regular monthly supervision

### **Training**

Identify training needs in discussion with the line manager and undertake relevant training to meet these needs

### **Travel**

You will be expected to travel as part of this post to external meetings and other stakeholder or CSUK events

Travel across Greater Manchester to CSUK delivery sites and other services for work related duties and meetings.

**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

SHORTLISTING CRITERIA	ESSENTIAL	DESIRABLE (D) Essential (E)	ASSESSMENT OF CRITERIA
COMPETENCIES BY ROLE			
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• working with and relating to people from Black African, Black Caribbean and other culturally diverse marginalised and disadvantaged communities</li> <li>• project development, coordination, and delivery</li> <li>• relationship building and creating and maintaining professional partnerships</li> <li>• collaborative working</li> <li>• creating, implementing and monitoring procedures, processes and policies</li> <li>• evaluating and reporting writing</li> <li>• supporting, advising and providing information and advice to individuals and groups</li> <li>• working as a member of a team and on own initiative.</li> <li>• developing, delivering and facilitating group work and/or training</li> <li>• delivering key cancer awareness messages</li> </ul>	<p>D</p> <p>E</p> <p>E</p> <p>D</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p>	<p>Application</p> <p>Application &amp; Interview</p> <p>Application &amp; Interview</p> <p>Application Application &amp; interview</p> <p>Application &amp; interview Interview &amp; Interview</p> <p>Application</p> <p>Application &amp; Interview</p> <p>Application &amp;</p>

	<ul style="list-style-type: none"> <li>identifying and securing funding</li> <li>recruiting and working with volunteers</li> </ul>	E E	Interview Application & Interview Application & Interview
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>working within and understanding voluntary/charity sector</li> <li>of the barriers that people face in accessing appropriate and timely cancer support services</li> <li>Understanding and knowledge of cancer/other health inequalities faced by target groups</li> <li>Understanding of the importance of maintaining confidentiality</li> </ul>	E E E E	Application & Interview Application & Interview Application & Interview Application & Interview
<b>SKILLS/ ABILITIES</b>	<ul style="list-style-type: none"> <li>Possess excellent communication (verbal and written) skills</li> <li>Ability to coordinate and lead a team</li> <li>Ability to respond quickly and efficiently in relation to safeguarding concerns</li> <li>Ability to develop and maintain partnerships with people, organisations and communities</li> <li>Ability to liaise with other agencies in a professional manner</li> <li>Ability to work with a wide range of people including partner organisations, team</li> </ul>	E E E E E E	Application & Interview Application & interview Application and interview Application & Interview Application Application

	<p>members, service users, volunteers, and professionals</p> <ul style="list-style-type: none"> <li>• Ability to prioritise and organise own work</li> <li>• Ability to resolve issues in a sensitive and calming manner</li> <li>• Ability to keep accurate, concise and up to date records</li> <li>• Ability to be flexible and adapt to changing needs of organisation and groups</li> <li>• Ability to adapt and tailor engagement for individuals in regard to gender, sexuality, language and culture.</li> <li>• Report-writing and feedback skills</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>E</p>	<p>Application</p> <p>Application &amp; Interview</p> <p>Application</p> <p>Application</p> <p>Application</p> <p>Application &amp; Interview</p>
<b>OTHER</b>	<ul style="list-style-type: none"> <li>• Willingness to work flexible hours according to the needs of the Service.</li> <li>• Willingness to attend training courses and workshops</li> <li>• Willing to participate in regular supervision with the line manager.</li> <li>• Must have UK Driving Licence to travel across Greater Manchester</li> <li>• Must be eligible to work in the UK</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>Interview</p> <p>Application</p> <p>Application</p> <p>Application &amp; interview</p> <p>Application and interview</p>