

JOB DESCRIPTION



POST TITLE:	STRATEGIC LEAD
SALARY:	£40,478.00 p.a. SO2-28
HOURS:	35 hours per week, worked flexibly, including some evening and weekend work (for which time off in lieu will be given), as required.
CONTRACT:	Fixed Term until April 2029 (extension subject to funding)
LOCATION:	Manchester based working across Greater Manchester
ACCOUNTABLE TO:	Chief Executive Officer
AIM OF JOB:	Oversee the continued development and delivery of CSUK Strategic Plan
MAIN CONTACTS:	<p>CSUK CEO CSUK Project and Community Engagement Coordinator CSUK Family Support and Community Engagement Worker CSUK Finance and Office Administrator CSUK Cancer Support Group Sessional Workers CSUK Volunteers Funders and Commissioners Community groups and organisations Community and voluntary sector infrastructure umbrella organisations/networks Private sector companies Other key stakeholders</p>

MAIN DUTIES AND RESPONSIBILITIES:

The postholder will:

- Oversee the strategic and operational running of CSUK and the development and delivery of CSUK's Greater Manchester Strategy.
- Work closely with CSUK's Chief Executive Officer (CEO) and deputise when appropriate
- Work with CEO to identify and secure relevant funding in a timely fashion
- Develop and oversee the CSUK Business Plan, policies and procedures, ensuring they are fit for purpose and reflect best practice in all areas of the organisation
- Lead on development of CSUK's Intellectual Property Rights policy and procedure
- Develop links and engage with key strategic private, public and third sector stakeholders with a view to influencing policy and developing partnerships
- Oversee the strategic development of a support hub in each region collaborating with key stakeholders in each locality to build relations, trust and referral processes
- Oversee the monitoring and evaluation framework to measure service user engagement, impact, and to provide evidence for learning

- Oversee Organisational Strategy in relation to referral to and from other agencies; service-user engagement and quality improvement
- Oversee the development of a Volunteering Strategy and User Engagement strategy at a time to be agreed.
- Ensure CSUK's GM development complements wider GM Cancer and Living Well with Cancer strategy(ies)
- Identify and build relationships with GM Cancer Commissioners aiming to expand and sustain work across GM and integrate with the wider health and social care system
- Provide monthly and quarterly reports for CEO and Board meetings
- Strategically identify gaps in culturally appropriate cancer support and care service provision in localities across GM
- Ensure the 'service user' voice influences policy and strategy around cancer care and support in relation to inclusion, diversity, and accessibility across GM and nationally.

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			
EXPERIENCE	<ul style="list-style-type: none"> Strategic planning, coordination and delivery 	E	Application & interview
	<ul style="list-style-type: none"> Experience of, and success in, securing grant funding 	E	Application & interview
	<ul style="list-style-type: none"> relationship building and creating and maintaining professional partnerships/networks 	E	Application & interview
	<ul style="list-style-type: none"> Project development and delivery 	E	Application & Interview
	<ul style="list-style-type: none"> Ability to take and implement challenging decisions 	E	Application & interview
	<ul style="list-style-type: none"> Ability to participate and contribute to high level strategic meetings 	E	Application & interview
	<ul style="list-style-type: none"> creating, implementing, and monitoring procedures, processes, and policies 	E	Application
	<ul style="list-style-type: none"> evaluating and reporting writing 	E	Application & Interview
KNOWLEDGE	<ul style="list-style-type: none"> Understanding the Greater Manchester cancer commissioning landscape 	E	Application & Interview

	<ul style="list-style-type: none"> • working within and understanding voluntary/charity sector • understanding of social enterprise • Understanding and knowledge of cancer/other health inequalities faced by target groups • Understanding of the importance of maintaining confidentiality 	<p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>Application & Interview</p> <p>Application & Interview</p> <p>Application & Interview</p> <p>Application</p>
SKILLS/ ABILITIES	<ul style="list-style-type: none"> • Possess excellent communication (verbal and written) skills • Ability to coordinate and lead a team • Ability to develop and maintain partnerships with people, organisations and communities • Ability to liaise with other agencies in a professional manner • Ability to work with a wide range of people including partner organisations, team members, service users, volunteers, and professionals • Ability to prioritise and organise own work • Ability to resolve issues in a sensitive and calming manner • Ability to keep accurate, concise and up to date records • Ability to be flexible and adapt to changing 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>Application & Interview</p> <p>Application & interview</p> <p>Application and interview</p> <p>Application & Interview</p> <p>Application</p> <p>Application</p> <p>Application</p> <p>Application & Interview</p>

	needs of organisation and groups	E	Application
	<ul style="list-style-type: none"> • Report-writing and feedback skills 	E	Application & Interview
OTHER	<ul style="list-style-type: none"> • Willingness to work flexible hours according to the needs of the Service. • Willingness to attend training courses and workshops • Willing to participate in regular supervision with the line manager. • Must have UK Driving Licence to travel across Greater Manchester • Must be eligible to work in the UK 	E	Interview
		E	Application
		E	Application
		E	Application & interview
		E	Application and interview