

ROLE DESCRIPTION

POST TITLE:	Cancer Support Group Sessional Worker
SESSIONAL WORK	£12.50 per hour
HOURS:	Variable
Period	Sept 2024 to May 2025
LOCATION:	Limelight Wellbeing Hub, Old Trafford
ACCOUNTABLE TO:	Project Coordinator
MAIN CONTACTS:	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 Group in Old Trafford as directed by the Project Coordinator. The main requirement of the role is to provide a safe, welcoming, inclusive, and culturally appropriate cancer support service primarily however not exclusively for African, Caribbean people diagnosed with or affected by cancer.

Knowledge

- 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 to identifying their needs.
- Provide a culturally appropriate service that listens to the people we support

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 developing and enabling peer support
- Clear and meaningful communication skills - the ability to listen and enable people to feel heard, accepted and understood

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, complete online feedback form following each session

Financial

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

Other

- Any other duties relating to the efficient coordination and delivery of the cancer support group 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 events, for which additional hours will be paid
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
Recent relevant experience in and understanding of the coordination, delivery and administration of a support group	E	Application Form/ Interview
Previous experience of working with community members experiencing cancer or other 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
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 and administration skills (ability to prioritise own workload)	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
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
Commitment to equal opportunities and anti-discriminatory practice	E	Application Form/ Interview

Be committed to working within the BME, disadvantaged and marginalised communities	E	Application Form
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 meetings with the Project Coordinator to monitor progress of role and support group.