

JOB DESCRIPTION

POST TITLE:	Cancer Support & Community Engagement Worker
SALARY:	£13,660.92 (£23,000 FTE) NJC Scale 4/SCP8
HOURS:	21 hours per week
CONTRACT:	Fixed 3 Year Contract (extension subject to funding)
LOCATION:	SALFORD
ACCOUNTABLE TO:	Project Manager / Strategic Lead
MAIN CONTACTS:	CSUK Strategic Lead CSUK Project Manager CSUK Project Finance and Administrator Volunteers Service Users Suppliers and Contractors Other organisations (statutory and voluntary)

MAIN DUTIES AND RESPONSIBILITIES:

General Duties:

To develop, coordinate and deliver Cancer Support Group and undertake community engagement activities primarily within Salford as directed by the Strategic Lead. The main requirements of the role are:

Community Engagement

Across Salford

- Undertake community engagement activities
- Identify and build relationships with local partners and agencies
- Develop and support service users to become community cancer champions who will share experiences and ideas with community members and service providers aimed at enabling people to access appropriate support and services and to live well with cancer
- Identify individuals to apply for volunteering opportunities within CSUK
- Support fundraising opportunities to support delivery and sustainability of CSUK support group

Support Hub

- Develop, facilitate, and deliver a culturally appropriate support hub that enables service-users to shape and access personalised positive pathways through their cancer journey. This will include facilitating a support group and service user-led 'Move On' programme
- Support the development of an implementation plan for the support hub
- Through our 'Move On' programme, enable people to access an individualised programme of activities and self-development opportunities that enables them to identify positive strategies to live with and move beyond

their diagnosis – including 1:1 support to link with other opportunities e.g. college courses, creative opportunities, volunteering, work opportunities and mainstream ‘patient voice’ opportunities

- Provide a warm, safe and confidential space for service users
- Provide emotional support and signposting to specialist advice and support agencies, as well as referrals to the CSUK Family Support Worker, offer light touch benefits advice, emotional support, signposting and a listening ear
- Coordinate and deliver the CSUK cancer support hub to include preparing space, refreshments, organising facilitators, administration of petty cash, referral to other CSUK and external services
- Book and coordinate relevant facilitators
- Providing weekly updates to service users of upcoming activities/workshops/sessions via within group setting and via CSUK’s WhatsApp group
- Encourage and support engagement and participation in CSUK’s ‘Move On’ Programme
- Identify service user needs and if necessary, refer to other services internal or external to CSUK
- Support volunteers and community champions
- Conduct regular evaluation around delivery to include community engagement and take-up and feed-back of CSUK services

Administration

- Book travel for service users to and from Langworthy Community Centre
- Register new service users using the relevant internal forms and follow internal procedures ensuring information is always kept safe and confidential
- Provide relevant information to update and maintain the service user database
- Collate comments/feedback following each cancer support group session
- Submit weekly reports via online forms
- Complete appropriate form following community engagement activities
- Forward plan and book required space in Langworthy Centre

Financial

- Liaise with Finance Team re: budget and all petty cash transactions

Other

Any other duties relating to the efficient coordination and delivery of the cancer support hub and related Move On programme activities.

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. Understand and demonstrate CSUK values
4. Support CSUK’s financial monitoring and budget processes
5. Demonstrate a practical commitment to equal opportunities and inclusion
6. Ensure safeguarding policies and procedures are followed and incidences are accurately record and reported
7. To understand and comply with health and safety procedures, when organising activities for service users including first aid cover and submission of risk assessments for venue and trips out
8. Undergo monthly supervision with the Services Development and Delivery Manager
9. Through supervision, to identify training needs and take development opportunities offered through the organisation

10. To work flexibly, there may be evening and weekend meetings for which time off in Lieu will be given
11. Post is subject to a DBS Check

There will be some travel for external meetings and visits to other CSUK project delivery sites.

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	E	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		
Previous experience of working in a health and social care/voluntary/community setting	E	Application form / interview
Previous experience of working with African Caribbean and other minority ethnic community members experiencing health issues, particularly around cancer	D	Application form / interview
Good numeracy, literacy and IT skills	E	Application Form/ Interview
Recent relevant experience in and understanding of the coordination, delivery and administration of a support group	D	Application Form/ Interview
Previous experience of data entry work	D	Application Form/ Interview
Understanding and experience of evaluation and report writing	E	Application form / Interview
Knowledge, experience and understanding of community engagement	E	Application form and 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
Attention to detail	E	Application Form/ Interview
Excellent organisational skills (ability to prioritise own workload)	E	Application Form/ Interview
Excellent administration skills	E	Application Form/ Interview
Excellent communication skills and ability to communicate with people at all internal and external stakeholders	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	D	Application Form/ Interview

An ability to prioritise the workload and deliver in a timely manner and with minimum supervision	E	Application Form/ Interview
Ability to handle sensitive information and understands confidentiality and personal boundaries	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
Commitment to equal opportunities and anti-discriminatory practice	E	Application Form/ Interview
Be committed to working within African, Caribbean disadvantaged and marginalised communities	E	Application
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.