JOB DESCRIPTION

POST TITLE:	**Cancer Support & Community Engagement Worker**
SALARY:	**£15,331 (£25,552 FTE) NJC Scale 4/SCP8**
HOURS:	**21 hours per week**
CONTRACT:	**Fixed to May 2028 (extension subject to funding)**
LOCATION:	**MANCHESTER**
ACCOUNTABLE TO:	**Strategic Hubs Lead**
MAIN CONTACTS:	**CSUK Strategic Hubs Lead** **CSUK Finance and Business Manager** **CSUK Project Finance and Administrator** **Cancer Support & Community Engagement Workers** **Volunteers** **Service Users** **Suppliers and Contractors** **Other organisations (statutory and voluntary)**

JOB DESCRIPTION

Job Title: **Cancer Support & Community Engagement Worker**
Location: **Kath Locke Centre, Manchester, with community engagement across Manchester**
Salary: **£15,331 per annum (£25,552 FTE)**
Hours: **Part-time**
Contract: **Fixed-term until May 2028**
Responsible to: Strategic Lead
DBS: Enhanced DBS check required

JOB PURPOSE

To develop, coordinate and deliver cancer support and community engagement activities across Manchester, with a strong focus on engaging men in community settings and improving access to cancer information, awareness, prevention, early diagnosis and support.

The postholder will take a proactive outreach approach, going into community settings to include where men live, work, socialise and spend their time. This will include developing relationships with barbers, gyms, sports clubs, community organisations, workplaces, faith and community settings and other appropriate male-focused spaces.

A particular focus of the role will be engaging **Black African and Black Caribbean men**, building trusted relationships and creating opportunities for open conversations about cancer and health. The postholder will promote Can-Survive UK's services, encourage appropriate referrals and support men affected by cancer to access information, emotional support and wider services.

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The role will also coordinate and deliver a culturally appropriate men's support group, enabling service users to access personalised support and opportunities throughout their cancer journey.

MAIN DUTIES AND RESPONSIBILITIES

1. Men's Community Outreach and Engagement

- Lead on proactive community outreach and engagement with men across Manchester.
- Develop and maintain a visible presence within community settings where men regularly meet, socialise and access services.
- Establish and maintain relationships with barbers, gyms, sports clubs, community centres, workplaces, community groups and other male-focused settings.
- Develop trusted relationships with Black African and Black Caribbean men and other community members.
- Initiate informal and accessible conversations about cancer and wider health issues.
- Raise awareness of cancer symptoms, prevention, screening, early diagnosis and the importance of seeking medical advice.
- Promote CSUK as a trusted source of cancer information, support and advice.
- Encourage men who may be reluctant to engage with traditional health or support services to access appropriate information and support.
- Identify men affected by cancer and encourage appropriate referrals into CSUK's cancer support services.
- Develop effective referral pathways with health professionals, community organisations and other relevant services.
- Attend community events, networking meetings, health promotion activities and local initiatives to promote CSUK.
- Identify opportunities to take cancer awareness activities directly into the community rather than relying solely on traditional service-based engagement.
- Develop and support Community Cancer Champions, particularly individuals who can help share cancer information and encourage conversations within their own communities.
- Encourage community members to participate in cancer awareness, prevention, screening and research opportunities.
- Record and monitor outreach activity, engagement, referrals and outcomes.

2. Community Partnerships

- Identify organisations and individuals who have trusted relationships with men within local communities.
- Build sustainable partnerships with community organisations, businesses, sports groups, barbers, gyms and other relevant settings.
- Develop opportunities for CSUK to deliver cancer awareness sessions and information within established community networks.
- Work collaboratively with voluntary sector organisations, health professionals, local services and community leaders.
- Identify barriers preventing men from accessing cancer information, screening, diagnosis and support and contribute to developing practical responses.
- Use feedback from community members to inform the development and improvement of CSUK services.

3. Cancer Support Hub and Men's Support Group

- Facilitate and develop a cancer support group for men affected by cancer.
- Create a safe, welcoming, confidential and non-judgemental environment where men can talk openly about their experiences.

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- Encourage men who have been identified through community outreach to access the support hub and other CSUK services.
- Enable service users to influence and shape the activities and support provided.
- Develop and deliver the service-user-led **Move On programme**.
- Provide one-to-one support, information, emotional support, advocacy, signposting and appropriate referrals.
- Support men affected by cancer to access wider opportunities, including education, volunteering, employment, creative activities, wellbeing opportunities and patient-voice activities.
- Develop a programme of activities relevant to the needs and interests of service users.
- Provide regular information to service users about forthcoming activities, workshops and support opportunities.
- Identify individual needs and make appropriate internal and external referrals.
- Where appropriate, refer service users to the CSUK Family Support Worker and specialist external services.
- Support volunteers and Community Cancer Champions.

4. Cancer Awareness and Health Promotion

- Develop and deliver accessible cancer awareness activities for men within community settings.
- Promote understanding of cancer signs and symptoms and encourage appropriate and timely engagement with health services.
- Promote cancer screening programmes and support community members to understand how and where they can access screening.
- Challenge myths, misinformation and barriers that may prevent men from seeking advice or support.
- Promote positive conversations about cancer and encourage men to take an active role in their health.
- Support awareness and participation in relevant cancer research opportunities.
- Gather feedback from community members to understand their information and support needs.

5. Coordination and Delivery

- Co-facilitate the men's support group.
- Prepare venues and resources for sessions and community activities.
- Coordinate petty cash and expenditure in accordance with CSUK procedures.
- Arrange travel support for service users where required.
- Ensure community and support activities are delivered safely and effectively.

6. Administration, Monitoring and Evaluation

- Register new service users using the appropriate CSUK forms and procedures.
- Maintain accurate, confidential and up-to-date service-user records.
- Record community outreach activity, contacts, referrals and outcomes.
- Collect feedback following support group sessions, outreach activities and community events.
- Complete weekly monitoring and reporting requirements.
- Contribute to monitoring and evaluation of the men's outreach programme, support hub and community engagement activities.
- Prepare information and reports as required by the Strategic Hubs Lead and funders.

7. Financial Responsibilities

- Liaise with the Finance Team regarding budgets and expenditure.
- Maintain accurate records of petty cash transactions.
- Ensure expenditure is authorised and recorded in accordance with CSUK financial procedures.
- Support monitoring of expenditure against agreed budgets.

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WORK-RELATED RESPONSIBILITIES

The postholder will:

1. Work in accordance with all CSUK policies, procedures and guidelines.
2. Comply with relevant legislation, including health and safety, safeguarding, confidentiality and data protection requirements.
3. Understand and demonstrate CSUK's values in all aspects of the role.
4. Support CSUK's financial monitoring and budget processes.
5. Demonstrate a practical commitment to equality, diversity, inclusion and reducing cancer and health inequalities.
6. Ensure safeguarding policies and procedures are followed and concerns are accurately recorded and reported.
7. Follow health and safety procedures when organising activities and community outreach, including appropriate risk assessments and first-aid arrangements where required.
8. Participate in regular supervision with the Strategic Lead/appropriate manager.
9. Identify training and development needs through supervision and participate in relevant training.
10. Work flexibly according to the needs of the service. This may include occasional evening and weekend community activities, meetings or events, with time off in lieu provided in accordance with CSUK arrangements.
11. Undertake an enhanced DBS check as required for the role.
12. Travel regularly across Manchester for community outreach, meetings, events and service delivery, and occasionally to other CSUK project delivery sites.

GENERAL

The postholder will be expected to take a proactive, relationship-based approach to community engagement, rather than relying solely on people attending CSUK services.

The role requires the postholder to be confident working in informal community environments and developing conversations about cancer with men who may not routinely access cancer support services.

The postholder will maintain professional boundaries, confidentiality and a non-judgemental approach when working with service users, community members, volunteers and partner organisations.

The postholder will contribute to creating an inclusive environment in which people affected by cancer feel respected, listened to and supported.

The duties outlined above are not intended to be exhaustive. The postholder may be required to undertake other duties reasonably related to the role and which reflect the changing needs of Can-Survive UK and the communities it supports.

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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 engaging and supporting men in a variety of community settings.	**E**	Application form / interview
Previous experience of developing groups and delivering service user outcomes.	**E**	Application form / interview
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	**E**	Application Form/

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with people at all internal and external stakeholders		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.

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