

JOB DESCRIPTION

Job Title: Cheshire and Merseyside Cancer Alliance Social Action Lead
Salary: £10,200 (£25,500 FTE)
Location: Hybrid working – Burlington House, Waterloo/Community/Home-working
Hours: 14 hours per week
Term: Fixed Term (until March 2027 in the first instance).
Accountable to: Community Cancer Navigator Coordinator

About this role:

With full training and support, the post holder will be expected to support and advise VCSE groups to deliver engagement and activities to raise awareness of cancer in targeted communities and to encourage early detection and diagnosis of cancer. The post holder will also be involved in helping to build and maintain a bank of good practice guides and tools designed to support organisations. We are not necessarily looking for an experienced development worker. We are looking for someone who cares about the voluntary sector and supporting people, and who is conscientious, passionate, has a positive attitude and is ready to learn. We work using a combination of face to face and online. All staff will be expected to work in the best way to ensure an efficient and flexible service that meets the needs of those we work with. We are looking for someone who will thrive in a changing environment and will be willing to 'muck in' in order to ensure we are delivering a responsive service.

This role forms part of the Cheshire and Merseyside Cancer Alliance Community Engagement project to support the earlier diagnosis of cancer and will include working collaboratively with both Social Action Leads from other CVS organisations, across the region and the Alliance.

Job Purpose:

To provide expertise, support and training to local voluntary and community sector groups to equip them to engage with communities and to deliver cancer prevention and early detection messages.

Main Duties and Responsibilities:

1. To provide quality advice and support to the VCSE to deliver effective community engagement methods focused on cancer prevention.
2. To encourage and enable VCSE groups to work with target cohorts of residents to increase cancer awareness, focused on prevention and early detection.

3. To support groups with income generation through the project's enablement monies or wider funding opportunities.
4. To help set up and nurture new groups and charities working towards meeting the aims of the Cancer Alliance.
5. To plan, organise and manage all aspects of meetings and network events to enable local groups and wider partners to come together to share best practice and information.
6. To assist in brokering relationships and partnerships between individual VCSE organisations.
7. To promote and facilitate the development of partnership working between the statutory and voluntary sectors.
8. To identify or produce resources including videos and guides for groups to allow them to find the information they need.
9. To assist in developing communication pieces and engaging with social media as part of the overall Cheshire and Merseyside Cancer Alliance communication strategy.
10. To maintain strong administrative systems and clear records for monitoring, evaluation and reporting purposes.
11. To be able to travel to support duties and occasionally working evenings and weekends, as needed.

General

The post-holder will be required to participate in staff development and use all relevant learning opportunities to improve personal skills.

The post-holder will be required to confirm their eligibility to work in the UK in order to comply with employment legislation.

Where the job involves engaging in regulated activity, the successful candidate will be required to undergo a Disclosure and Barring Service (CRB) enhanced check before appointment is confirmed.

Confidentiality

The post-holder must maintain the confidentiality of all information and records relating to the work of Sefton CVS, in accordance with the organisation's procedures and policies.

Hours of Work

The post-holder must be prepared to work flexible hours, in line with the requirements of the post. This may involve some evening and occasional weekend work, for which time off in lieu will be granted, subject to Sefton CVS's policies and procedures and prior agreement with the line-manager. The post-holder will be expected to adopt a mature and common-sense approach to this arrangement.

Pension

A Group Pension scheme is in operation and Sefton CVS contributes 6% on behalf of all employees who have opted to join the scheme. All employees are also automatically entitled to Income Protection insurance and Life Assurance cover for the duration of their contract.

Annual Leave & Public Holidays

The annual leave entitlement is 26 days leave plus normal Bank & Public Holidays. The organisation reserves the right to close over the Christmas period.

Benefits include; Income Protection, Life Assurance and well-being support.

Equal Opportunities

Sefton CVS operates an equal opportunities policy and is committed to a programme of action to make this policy effective.

Navajo Charter Mark (LGBTIQA+)

Sefton CVS is committed to being an LGBTIQA+ friendly employer and provider of services.



In recognition of this, we were awarded the Navajo Charter Mark for the steps we have undertaken to improve, and ensure the continued improvement of, our employment practices, service design, service delivery and access for LGBTIQA+ people within our communities.

Sefton CVS actively encourage and welcome people from LGBTIQA+ communities to apply for our job vacancies.

Disability Confident Employer

Sefton CVS have been awarded the Disability Confident Employer accreditation (previously Disability Two Ticks) in recognition of our commitment to the recruitment, employment, retention and career development of disabled people.



What we mean by disability: The Equality Act 2010 defines a disabled person as someone who has a physical or mental impairment that has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities.

Guaranteed Interview: The Disability Confident Employer accreditation includes a guaranteed interview for any disabled applicant who meets the common and specific requirements for a job.

How to apply: If you feel you are eligible for a guaranteed interview under the Disability Confident scheme, please complete and return the form found at the end of the Job Application document.

Living Wage Accreditation

In 2022, Sefton CVS were accredited as a Living Wage Employer in recognition of our commitment to ensure that all staff receive a Real Living Wage.

Additional Information

Unfortunately, owing to the number of applications received, it is not possible to offer individual feedback to candidates who have not been shortlisted.

If you have not been contacted within 2 weeks of the closing date, please assume that you have not been shortlisted on this occasion and please accept our thanks for your interest.





PERSON SPECIFICATION

The post-holder will need to demonstrate that they have the skills and experience in each of the following areas and will be required to respond to each of the requirements listed below.

Specific Requirements to this post

- Recent knowledge and experience of a small or medium sized voluntary organisation (as a paid worker, volunteer, management committee member etc.).
- Experience of working in collaboration with others to achieve positive change.
- A good understanding of how to engage with diverse communities and those experiencing health inequalities.
- Ability to present information and ideas in a clear and engaging way.
- A passion for the voluntary organisations and what they are aiming to achieve.
- An understanding of health prevention services.
- Good written and oral communication skills.
- Commitment to promoting equality and diversity.
- An interest in both national and local social and community issues.
- Methodical, organised, with sound administration and record keeping skills.
- A self-starter with the ability to manage a complex workload and make effective decisions.
- Computer skills: Microsoft office to a proficient level

Desirable Requirements to this post

- Experience of delivering development work with diverse community or voluntary groups.
- Experience of developing and delivering training both face to face and/or on video.
- Experience supporting, developing and coaching people
- Understanding of Health Service systems
- Computer skills: use of different online tools and databases
- Confident and experienced at public presentations

Common Requirements for all Sefton CVS posts

Communication Skills

- To effectively communicate with different groups and individuals in various situations.

Interpersonal Skills

- To be able to form good working relationships with people from a wide range of social, cultural and ethnic backgrounds to enable you to achieve your goals and also to promote the reputation of Sefton CVS.

Organisational Skills

- To be able to plan and organise your own workload and manage your time.
- To be able to set up and maintain appropriate systems for the management and accurate recording of your work and the progress of others.

Team Working

- To be able to contribute to the Sefton CVS team and its overall effectiveness.
- To share skills, expertise and ideas with other CVS projects.

Information & Communication Technology

- IT literate; to be able to use Microsoft Office software such as Outlook, Word and Excel effectively.

Equal Opportunities

- To be committed to and understand equality and diversity practice and implementation in the workplace.

Voluntary Sector

- To have an understanding of the ethos, values and operating environment of voluntary, community and faith sector organisations.
- To have experience, either paid or unpaid, of working in the voluntary, community and faith sector.