

Job Description: Cancer Champions Project Manager

Accountable to: Head of Operations

Responsible for: Cancer Champion Project Team

Salary: £36,710 - £38,240

Hours: 37 hours per week

Holiday entitlement: 25 days (pro rata) plus bank holidays

Probationary period: 3 month

Period of Contract: 3 Year fixed term

Period of Notice: 1 month during probationary period, thereafter 2 months

Base: Spring North, 1 Exchange Street, Blackburn, BB1 7JN

Project Background


MACMILLAN CANCER SUPPORT

Nationally, evidence suggests that cancer awareness and help seeking behaviours are low across all minority ethnic groups (Macmillan 2021) and that uptake of cancer screening services are generally lower among people from minority ethnic groups. Evidence also shows that British Asian individuals report significantly higher incidences of depressive symptoms following a cancer diagnosis compared to white British individuals. Among these groups, there is often a strong reliance on spiritual belief and practice which may have implications throughout the cancer journey.

Public Health England reports higher-than-average cancer mortality rates among minority ethnic communities, especially South Asian communities in Blackburn with Darwen, compared to regional & national figures. Health profiles for Blackburn with Darwen also show fewer cancers diagnosed at Stages 1 & 2 than regional and national averages, indicating delays in presentation, later diagnoses in this community.

The intervention aims to set up and develop a Volunteer Cancer Champion project across Blackburn with Darwen, with the emphasis on various South Asian communities. This initiative will leverage the expertise of trusted, embedded partners within these communities to foster positive engagement and address the unique challenges faced by and within the different South Asian communities, by utilising Volunteer Champions who are representative and even influential within their communities.

The project aims to break down stigma and misinformation surrounding cancer. Volunteer Cancer Champions will promote cancer literacy, encourage early screening, and address cancer navigation issues identified by the communities.



Job Purpose

The Cancer Champions Project Manager will provide day-2-day management and leadership for the newly funded MacMillan Volunteer Cancer Champions project in Blackburn with Darwen as a member of our senior project leadership team. The pioneering Cancer Champions Project seeks to improve the lives of the South Asian people and communities across Blackburn with Darwen who have been impacted by cancer. The Project Manager will have the exciting opportunity to play a key driving role in developing this new innovative service, managing a team of three staff to delivery the service.

Duties of the Post

Scope of work:

- Develop and oversee a local intelligence led delivery plan, focusing on immediate community needs and laying the groundwork for sustainable cancer health improvements across all South Asian Communities in Blackburn with Darwen (BwD), through strong, sustainable partnerships and community empowerment, using stakeholder and participant insights from initial co-design workshops which will include benchmarking, timeline, milestones, evaluation, and exit planning.
- To innovate in both the development and delivery of this new service to ensure the maximum impact for the South Asian Communities across BwD, aimed at enhancing cancer awareness and support, addressing cultural, community, and access barriers.
- A significant focus is on reducing health inequities to improve cancer outcomes for SA communities. This will be achieved by implementing a grassroots delivery model utilising community-trusted Cancer Champions and developing robust infrastructure to enhance the intervention's reach and efficacy within targeted communities.
- Oversee the Cancer Champions service performance, ensuring that KPIs, outcomes and key deliverables are being met while evaluating the overall effectiveness of the project and maintaining records to ensure that contractual reporting requirements are met.
- Develop and lead a stakeholder steering group to support the project plan, governance and strategic links to enhance support and partnership working to improve cancer care and support at a neighbourhood level.
- Strengthening partnerships with health providers, community leaders, and stakeholders is essential for this role. The Project Manager will align efforts towards common goals to improve cancer care outcomes and position the project strategically in BwD to leverage existing networks for enhanced community reach and impact.
- Using community and stakeholder feedback to inform project delivery planning is another key responsibility. The Project Manager will adapt strategies based on feedback to ensure continuous improvement and relevance in project activities.



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- Provide leadership, management and support to a team of two Volunteer and Community Engagement Coordinators, a Project Administrator and Volunteer Cancer Champions in various aspects of the Cancer Champions project in BwD, including training, community development, engagement, and advocacy.
 - The Cancer Champion Project Manager will be responsible for leading on project quality assurance and governance. This includes addressing operational requirements, policies and procedures are being followed to ensure the project's sustainability, establishing a safe and sustainable model for ongoing success.
 - Manage the project budget and resources effectively to ensure the successful implementation of project activities and the achievement of projects plan, aims and objectives. Working closely with the Finance Manager.
 - Work with the Chief Operating Officer to seek out funding opportunities for the sustainability of this service, in line with agreed organisational priorities.
 - Ensure that stakeholders and service users are aware that they are interacting with a Macmillan funded Cancer Champion project.
 - Promote the full range of Macmillan resources and services and actively engage with Macmillan Cancer Support to contribute expertise and experience and to support the Macmillan Strategy.
 - Represent the BwD Cancer Champions project professionally and effectively to external stakeholders at both a local and national level.
 - The Project Manager will be expected to address issues that can be viewed as political and/or controversial and will need to handle all issues astutely and diplomatically, and with impartiality.
 - The Project Manager will be expected to handle a varied workload, this may include some evening and weekend work.
 - The Project Manager will undertake any other tasks that may be requested, commensurate with the nature and level of the role.
 - Project Officers will undertake any other tasks that may be requested, commensurate with the nature and level of the role.



General Responsibilities:

- To work collaboratively with the projects leadership team to develop and achieve shared goals and objectives.
- To contribute to the general administration, good running and development of the BwD Cancer Champion project, while adhering to safeguarding, confidentiality, data protection, health and safety, equality and other organisational policies.
- Monitor your own continuing professional development and identify training, growth and development opportunities.
- To maintain good relationships with colleagues, volunteers, and other stakeholders, while also upholding high standards of professional accountability.

The above requirements of the job are intended as a basic outline. There may be other tasks relating to the efficient and effective operation of the organisation. In these instances, the post holder will be expected to adopt a flexible and helpful approach.

This job description is current at the date shown but, in consultation with the postholder, it is liable to variation by the Charity to reflect change in or to the job outlined above.



Person Specification

Requirements for Role	Essential (E) Desirable (D)	Application Form (A) Interview (I) Reference (R)
Qualifications		
Degree or OR At least 3 Years of substantial experience of providing day-to-day management and leadership of a service including a proven ability to lead, support & motivate teams.	E	A/I
Knowledge & Experience		
Demonstrated experience in innovating and developing new services or programs, particularly in the healthcare, social services VCFSE sector or community settings.	E	A/I
Demonstrated commitment to equality, diversity, and inclusion, with a passion for promoting the well-being and rights of individuals.	D	A/I
Strong budget management skills with the ability to effectively manage resources and ensure the successful implementation of service activities and outputs.	D	A/I
Experience of building and maintaining relationships with a broad range of key stakeholders and organisations utilising strong written and oral skills.	E	A/I
Experience overseeing the performance of projects or services, ensuring outcomes are met, and evaluating overall effectiveness.	E	A/I
An ability to work on your own initiative and organise and develop concurrent work within an agreed budget including in fast changing situations where flexibility is required.	E	A/I
Familiarity with healthcare policy development and advocacy, particularly in the context of improving services for marginalised communities.	E	A/I
The ability to work flexibly in a testing project, create new partnerships connections, and maintain strong relationships within target communities.	E	A/I
Ability to develop research projects, including data collection, analysis and report writing.	D	A/I
Experience of developing funding applications to maintain or extend programmes of work.	D	A/I



Skills		
High standards of accuracy and attention to detail	E	A/I/R
Excellent written and verbal communication skills	E	A/I/R
Excellent IT skills. Competent in Microsoft Office (Outlook, Word, Excel & powerpoint)	E	A/I
Ability to prioritise, plan and organise day to day activities ensuring that objectives are achieved on time	E	A/I
Excellent organisational and time management skills with the ability to multi-task	E	A/I/R
Good interpersonal skills, confident and professional telephone manner	E	A/I
Effective problem-solving techniques	E	A/I
Strong interpersonal skills, including the ability and flexibility to <ul style="list-style-type: none"> · work cooperatively and collaboratively · rise above personal, ideological and other differences · build relationships and work effectively with a wide range of stakeholders and colleagues 	E	A/I/R
Personal Attributes		
The ability to use own initiative and know when to seek advice	E	A/I
Acts with professional integrity at all times	E	A/I/R
Ability to work under pressure to tight deadlines	E	A/I
Ability to develop and maintain strong, effective and professional working relationships	E	A/I
Willingness to travel where necessary / understanding that some remote working will be involved	E	A
Flexibility in working hours when necessary	D	A

