VACANCY

Outreach and Engagement Worker

Widnes & Runcorn Cancer Support Group has a vacancy for an Outreach and Engagement Worker- a paid member of staff to be based at their Widnes Centre but working across Halton.

The vacancy is for 17.5 hours per week.

In the first instance this role is offered for one year.

The opportunity offers pro rata remuneration at NJC Grade 3 spine point 16, £17,419 (Pro rata yearly salary is £8,709.5)

The role offers the equivalent to four weeks paid annual leave plus a pro rata share of eight days bank holidays.

Please find the specifications for the role below. You will see that we are seeking quite a wide range of skills. Please request an application form by phone or email as below. Please complete your application form by typing the details into the template. Further pages can be added if required.

If you need further information don’t hesitate to contact me by email or phone.

My contact details are:

Email: nicola.donoghue@widnesandruncorncancersupport.org.uk

Phone: 0151 423 5730

The closing date for receipt of applications is mid-day on Friday 6th April 2018. Interviews will be held week commencing 16th April.

Good luck with your application. We look forward to hearing from you.
About the charity...

We strongly believe that when a cancer diagnosis happens, it greatly affects the life of the individual person and also their family, relatives and friends.

Our aim is to be here for people at a time when support helps them to face what can often be the most difficult time of their lives.

Cancer rates in Halton are higher than the average for England. There are many more people in Halton who we can offer support to.

We provide a community based welcoming environment where emotional and psychological support is available for people from Halton whose lives have been touched by cancer. Our offer includes listening, counselling, holistic therapies, support groups, art therapy, gentle exercise, day trips and support for children and young people when an adult in their life has cancer. Our service is available throughout cancer and beyond, for as long as each individual feels they need it.

What we are looking for...

We are looking for an enthusiastic, dynamic person who can adapt well to others with a warm and welcoming approach. The successful candidate will spend most of their working time out in the community at GP surgeries, hospital waiting areas, community events and various places where local people will be.

The purpose of the role is to promote the services of Widnes & Runcorn Cancer Support Group and to register cancer patients and carers with our service.

This is a busy, involved role where you will be working on your own initiative to create opportunities to meet the people of Halton to identify those we can support. You will have set objectives to achieve and monthly reviews of progress.
Job Description & Role Requirements 2018

Organisational objectives:

- To ensure that people living with Cancer, their carers and families throughout the Borough of Halton, have access to high quality Cancer Support services at the Centre and at outreach venues.

Main tasks:

- The key element of this role is to be out in the local community, promoting the services of Widnes & Runcorn Cancer Support Centre to Halton residents.

- To engage with and register new service users who go on to access various elements of the service in order to support them with cancer related issues.

- To visit community places such as GP surgeries, Urgent Care Centre’s hospitals, community centre’s, community events and a variety of local activities in order to raise the profile of The Centre; always with the intention of welcoming and registering new service users.

- To be part of a team who organise, promote and support special outings, events and projects.

- To contribute to fundraising activities and work with volunteers to optimise fundraising and awareness raising opportunities.


- Understand the need to and commit to working in a flexible and mutually supportive way as a member of the paid staff team in order to prioritise the requirements of the service users and partners of the Widnes & Runcorn Cancer Support Group.

- Complete a variety of administration tasks, reports, letters and keep accurate records of whereabouts and progress. Maintain up to date calendar in line with lone-working policies.
- Take responsibility for own development needs and be positively proactive in seeking and asking for relevant support.

- The core opening hours are 10am–3pm Monday to Friday. The majority of the work will be within these times. The role will not have permanent fixed days as community events happen on various days. There will be an expectation that the successful applicant will be flexible with regards to working times. Occasional evening and weekend events will be required when time off in lieu will be granted.

It is the nature of the work of Widnes & Runcorn Cancer Support Group that tasks and responsibilities are in many circumstances, unpredictable and varied.

All employees are therefore required to work in a flexible way when the occasion arises, so that tasks not specifically covered in the job description are undertaken. These additional duties will normally be compatible with the skills and responsibility of the existing work and will be reviewed regularly.

**You will be responsible to:**
Operations Manager

**You will be accountable to:**
The Board of Trustees of Widnes & Runcorn Cancer Support Group
**PERSON SPECIFICATION**

Please explain how your skills and experience meet the specifications of the role:

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<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>Skilled in the effective promotion of an organisation - its aims and purpose</td>
<td>Experience of working with volunteer teams</td>
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<td>Excellent people skills</td>
<td>Listening training or accreditation</td>
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<td>Passionate about supporting people living with and beyond cancer</td>
<td>An understanding of cancer in Halton, local health issues and local priorities</td>
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<td>Previous voluntary sector experience or evidence of working with the local community</td>
<td>Experience of creating reports and providing information in different formats</td>
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<td>Good I.T. skills, including Windows and Microsoft Office 365</td>
<td>Experience and practice at juggling a wide ranging and varied workload</td>
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<td>Good listening skills which can be evidenced from previous roles</td>
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<td>Must be a team player</td>
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<td>Must have the ability to work independently and be responsible for managing own workload</td>
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<td>Ability to work sensitively and confidentially with a wide range of people</td>
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<td>A flexible ‘can do’ proactive approach</td>
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<td>Good administrative skills &amp; experience</td>
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<td>Flexibility to work unsocial and irregular hours on occasion to support the needs of the organisation</td>
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<td>An understanding of the impact of cancer on individuals and families</td>
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<td>Full driving licence and access to vehicle for work use. Insurance must be appropriate for work use. Travel expenses will be reimbursed (the current rate in 2018 is 45 pence per mile)</td>
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