

Thanet Clinical Commissioning Group

**TEMPORARY ROLE – 6 MONTHS FIXED TERM
Job Description
Macmillan Partnership – Volunteer Coordinator**

Role: Macmillan Partnership – Volunteer Coordinator
Hours: Monday to Friday (22.5hours per week)
Location: Margate
Salary: £19,000 pro rata = £11,400 PA

Do you want to help tackle cancer?

This role is part of an innovative new project in Thanet to help tackle cancer. Thanet has some of the worst cancer statistics in the UK, and we are looking at innovative and community-based solutions for making a real difference to public awareness and screening take up rates. The project is funded by Macmillan, a leading charity supporting people and families with cancer, and is supported by Kent County Council Public Health and Thanet Clinical Commissioning Group (CCG). The project will be led by Social Enterprise Kent.

The project will focus on specific areas in Thanet (Margate – Central and Cliftonville West wards; Ramsgate – Newington and Eastcliff wards) and develop a network of cancer champions in the local community in these areas. The Volunteer Coordinator will support the cancer champion volunteers, and help to provide training and information materials (supported by Macmillan) to raise awareness of cancer issues and improve screening rates.

The Volunteer Coordinator will also be responsible for helping to organise local events and developing links with key local groups, such as Newington Big Local, building on the successful community work already being done in these areas. The Coordinator will work closely with local health and voluntary sector organisations. The Coordinator will provide regular updates to the Thanet Cancer Strategy Steering Group, and help with the programme evaluation which may then be used to expand the programme into other areas at a later stage.

This role is to cover a temporary absence, and is expected to be for a 6 month fixed period.

To apply, please send your CV and a covering letter to C.Sykes@sekgroup.org.uk.
Closing date for applications is Friday 8th June

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MACMILLAN.
CANCER SUPPORT**



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Kent



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Person Specification

| | Minimum | Desirable |
|-----------------------------|---|---|
| Qualifications | English GCSE or equivalent <i>grade A-C</i> | Customer service qualification |
| Experience | <ul style="list-style-type: none"> - Understanding of the impact of cancer (can be personal or professional) - Customer service | <p>Formal staff or volunteer management experience</p> <p>Health experience (eg working alongside NHS professionals or in health sector charity)</p> |
| Skills and Abilities | <ul style="list-style-type: none"> - Excellent communication skill - Confident in raising difficult topics - Ability to disseminate “health” information in an informal and clear way in the community - Strong organisational and planning skills - Motivational skills | |
| Knowledge | <ul style="list-style-type: none"> - Good general knowledge about cancer | <p>Understanding of specific types of cancer (eg bowel, lung cancer) and screening methods</p> <p>Knowledge of asset-based community develop tools and models</p> |
| Personal Qualities | <ul style="list-style-type: none"> - High levels of empathy - Able to build and maintain trust - Customer focused - Able to maintain professional boundaries - Can do attitude - Be flexible and motivated | |