Job Description

Job Title
Calderdale Cancer Aware Manager

Reports To
Community Wellbeing Manager

Job Overview
To be responsible for the management and successful delivery of the Calderdale Cancer Aware Project.
Are you passionate about making positive changes in people's lives? Are you motivated to work on your own initiative and as part of a team? We have a new and exciting opportunity for a motivated individual to work with the local community and facilitate all aspects of cancer awareness and preventative measures. To develop and facilitate a community initiative that empowers diverse communities to better understand signs and symptoms of cancer and challenge misconceptions so individuals can receive timely screening. This project will work closely with diverse communities in Calderdale working alongside health professionals to address barriers to accessing cancer services.

This approach is complimentary to existing health care services and will help promote and raise awareness of preventative measures to reduce risks of developing cancers and making positive lifestyle choices.

Responsibilities and Duties

- Manage all aspects of service delivery for the Calderdale Cancer Aware Project and ensure outputs, outcomes are being met.
- Oversee and manage the project, Staff, community health champions (volunteers)
- Integrate and weave a supportive network of community health champions recruited from within the target communities and 'micro communities' who understand their local community and represent the ethnic minorities.
- Co-deliver and implement any relevant training as per funding requirements.
- Carry out a community mapping of local services available, collaborative work.
- Prepare reports measuring outcomes and agreed key performance indicators.
- Responsible for the day to day supervision of Calderdale Cancer Aware team, community health champions including dealing with sickness absence, organising cover, approving leave requests, appraise and develop the team, and monitor the performance (quantitative and qualitative) and workload of the team as well as allocating team members to optimize service provision.

- Continuously monitor, review and evaluate delivery of the Calderdle Cancer Aware Project. Ensuring that review and evaluation processes focus on continuous improvement.
- Continued evaluation of the project by adopting a share, learn and act model approach.
- To raise awareness in the Calderdale BAME and wider community about different types of cancer and the health risks associated to these conditions.
- To promote positive life-style changes that will mitigate the risk of developing cancer.
- To raise awareness of cancers and challenge misconceptions and myths in relation to these conditions.
- To develop strategies and interventions working with the community to raise awareness and prevent cancer – tailoring the delivery and interventions to be culturally appropriate working with diverse communities in Calderdale.
- To evaluate the effectiveness of this project and learn and share best practice.
- To promote volunteering within the community, and work with existing agencies to signpost volunteers.
- Adhere to and complete risk assessments
- To carry out the duties in compliance with Halifax Opportunities Trust policies and procedures designed to protect employees and service users
- To undertake other duties assigned by the Manager as being appropriate to the post
- To maintain confidentiality in all aspects of work
- Ensure agreed project outcome targets are met; appropriate procedures are followed and acceptable evidence provided to meet funding body requirements.
- To facilitate new or additional community development initiatives to meet gaps in local provision in line with statutory regulations, government guidance and Halifax Opportunities Trust policies and procedures.
- Effectively generate and manage caseloads of referrals from a variety of sources with an all age (adult), all condition client group.
- To undertake joint collaborative working with other agencies, to engender a holistic approach to meeting the individual's needs. To liaise with colleagues and professionals in other agencies, as required
- To maintain appropriate records, including relevant IT based systems and databases, to ensure that information is organised and evaluated effectively
- To write reports and letters as required
- To use IT to assist in the planning and delivery of the service and the provision of management information
- Effective and efficient use of the Cezanne HR system
- Ensure client data is kept securely, personal data is not disclosed orally or in writing or otherwise to any unauthorised third party and personal data is only used for the purpose for which it is being held
- To contribute to the evaluation of the service

General Responsibilities

- Take responsibility for own personal and professional development, in line with agreed annual performance objectives
- Adopt a creative and innovative approach towards practice by being open to opportunities for improvements, and encouraging staff to make suggestions
- Attend and complete actions from regular Supervision sessions with line manager
- Attend regular staff meetings, training days and other training as required
- Maintain up to date knowledge regarding legislation
- All staff must comply with Halifax Opportunities Trust policies and procedures including Health & Safety, Safeguarding, Equal Opportunities, Confidentiality and Data Protection
- Take responsibility for own personal and professional development, in line with agreed annual performance objectives
- To undertake any other tasks and duties that may be reasonably requested by management