



Role Profile

Job Title: Project Officer (Cancer Champions)	Role Profile Number: P/A PCDN88
Grade: N	Date Prepared: 01/12/2021
Directorate/Group: Adults, Housing and Health (Public Health)	Reporting to: Live Well Hub Manager
Structure Chart attached:	No

Job Purpose

To establish and deliver a Swindon-wide Cancer Champion project which seeks to raise awareness and increase uptake of cancer screening. There will be a particular focus on working with individuals and communities identified as having lower take up or facing the greatest health inequality. This role will recruit and support local Champions who can cascade information and bring insight to inform service improvements. The post holder will work across the health system and with the community and voluntary sector, making access as easy as possible. This post will work closely with the Swindon CCG (ICA) and the Thames Valley Cancer Alliance.

Key Accountabilities

- Recruit, train and support locally based Cancer Champions. This will include front line staff as well as volunteers and community leaders.
- Line manage/Supervise a small team of Officers to support this project
- Work with members of the Live Well team initially (but not exclusively) to embed key cancer messaging within the Making Every Contact Count principles.
- Engage with local communities and Community Leaders to identify suitable times and venues to organize and deliver health promotion events, with a specific focus on raising cancer awareness.
- Work with Primary Care Networks and with health partners to identify patients who need an additional healthy conversation in order to facilitate take up of screening.
- Receive and process referrals; making calls (or delegating this to others) to patients to provide information and advice and to understand and address barriers are affecting take up.
- Work with Primary Care colleagues to understand their current service model, offering insights and suggestions as developed through the community engagement work.
- Maintain accurate, up to date records of action, outputs and outcomes in order to complete required performance reports.

- Work alongside Live Well colleagues to identify onward signposting to ensure the patients get follow up information, advice or support, which will enhance their wellbeing.
- Utilise the 'Live Well on the Road' and 'Live Well@Sanford' to optimize opportunities for spreading cancer awareness messages.

Supplementary Accountabilities

- Play an active role within the Public Health team including regular attendance of team meetings and contributing to the overall business plan
- Undertake and participate in any training required for the post holder to fully carry out their duties, including mandatory updates/refresher training.

Knowledge & Experience

- Knowledge of health, social care and voluntary and community sector services/networks in Swindon
- Knowledge of the boundaries of confidentiality and safeguarding
- Knowledge of Public Health principles and practices
- Experience of working in a health, social care or voluntary and community sector environment.
- Experience of using coaching and/or motivational interviewing or similar techniques.
- Experience of working collaboratively with other workers/agencies in order to coordinate efforts
- Experience of working on a one to one basis supporting an individual's Health and Wellbeing.
- Experience of running health promotion activity and delivering community engagement
- Experience of recruiting, training and managing volunteers
- Sound IT knowledge and skills, specifically Microsoft, including excel

Qualifications

- Educated to degree level with experience of working in a health, social care, community or customer focused setting

Decision Making

- Ability to work on own initiative and work collaboratively as part of a wider team.
- Confidence and experience to make appropriate autonomous decisions
- Ability to fully involve patients in the development of their plans
- Confidence and skill to influence at a senior level
- Ability to prioritise and manage a changing workload using a wide range of strategies.
- Knowing when to escalate concerns or bring about multi agency approach
- Confidence in bringing a call/meeting to a conclusion
- Knowledge and escalation around safeguarding

- Ability to build effective links with individuals and community leaders from diverse communities.
- Good coaching, motivational interviewing and listening skills
- Ability to train and inspire others.
- Motivating volunteers, patients and groups
- Build strong, trusting and constructive relationships across a range of partners and colleagues
- Proactive in seeking support, consultation and advice from colleagues.

Other Key Features of the role

Office based as well as out in the community. Some evening and weekend work required. Can be long periods on the telephone and in front of a screen.

Employee Signature:	Print Name:
Date:	
Line Managers Signature:	Print Name:
Date:	