

ENGAGEMENT LEAD APPLICANT PACK



OUTpatients
The UK's LGBTIQ+ Cancer Charity

Hello!

We're **OUTpatients**, the UK's LGBTIQ+ cancer charity. We're proudly patient-led and are here to shake up the system, advocate for equity, and stand up for every LGBTIQ+ individual navigating the cancer journey.

We believe that no-one should feel like they're on the outside looking in when it comes to their own health. That's why we're working towards a world where everyone can bring their whole selves to cancer care.

Our goal is fair and accessible cancer care for all, inclusive of our community. It's not just our dream—it's the change we create.

On the following pages you will find more information about our charity, the role we have available, and how to apply. If you have any further questions, do not hesitate to **contact us via email**.

We appreciate your interest in joining our exciting mission and look forward to receiving your application!



The position

Engagement Lead

Salary: £28,000

Hours: Full time, 35hrs per week

Location: London / Hybrid

Contract: Two years, continuation subject to funding

Reporting to: CEO

Conditions: As part of our hybrid offer, we request that people are able to travel to our London office as part of an agreed schedule with the CEO, in addition to team days and other requirements.

Main objectives

OUTpatients is seeking an experienced **Engagement Lead** who can help us reach people all over the UK.

We are a small charity and this role is new in our organisation. This means that we encourage applicants who have prior experience working in small, developing teams and are able to balance taking initiative with close collaboration with other staff members.

We are looking for a person who can take over new engagement meetings and develop an exciting strategy for reaching new people and organisations. A strong applicant will be confident, able to win people over to our mission, and be able to work with a wide variety of stakeholders.

They should also have a good appreciation for intersectionality as a cross-cutting consideration throughout their work.

Responsibilities

Leadership

- Work with the CEO on an engagement strategy
- Be an expert on our charity and its mission
- Represent the charity at networking events across the UK
- Develop effective communication plans related to engagement

Engagement

- Communicate with the team to align potential activities with current projects and priorities
- Manage and create newsletter campaigns for our audiences
- Develop and maintain database of stakeholders
- Reach diverse audiences and monitor demographics
- Approach and involve key stakeholders in our projects
- Facilitate workshops and focus groups with service users
- Provide regular reporting to CEO

Charity development

- Expand awareness of the charity in the LGBTIQ+ community
- Identify key stakeholders, organisations, and patrons who can promote our charitable mission
- With the support of the CEO, manage and grow vital partnerships and build new ones across various sectors
- Apply our ethical policies and due diligence tools to any potential partnerships or shared working

Person specification

Essential

A successful candidate will be able to demonstrate a commitment to the charity's mission and possess the following qualities:

- Track record of working collaboratively in small teams across various short, medium, and long term projects
- Excellent organisation and administration skills
- An articulate and confident communicator
- Able to understand and respond to updates from the healthcare sector and its barriers as they relate to the LGBTIQ+ community
- Excellent communication skills with the ability to interact with a variety of people from diverse backgrounds
- Drive to address inequality and reach underserved communities through an intersectional approach to healthcare barriers
- Experience of email marketing systems and social media tools

Desirable

In addition to the above skills, we welcome applicants with the following experience, interests, and expertise:

- Experience of working in the charity sector
- Facilitating co-production with a variety of people
- Keen interest in LGBTIQ+ rights and healthcare equity
- Knowledge of the UK cancer care sector and how it operates
- Knowledge and experience in how to be GDPR compliant

How to apply

Please apply for our position directly via our **Charity Jobs** listing.

You will need to supply a CV as part of your application. If you need to update your CV, we recommend the **Europass CV** service.

You will be asked to answer three questions/prompts when you apply. This is in place of providing a cover letter. We do this to give you an opportunity to expand upon your CV and show us a bit of your personality. These responses can be brief, and we recommend that you write no more than 500 words per question.

These will be:

- **What specifically motivates you to work for an LGBTIQ+ charity?**
- **Please share any relevant experience you have within the healthcare or cancer sectors (professional or personal).**
- **Please describe any experience you may have with leading engagement.**

If your application is successful, you will be offered an interview and will be able to choose for this to be online or in our London office.

If you would prefer to submit an application via email, please request this from us **via email** well in advance of the application deadline. The same criteria as above will still apply.

