

JOB DESCRIPTION



Job Title: Health Engagement Facilitator

Location: Based at one of the Lingen Davies Cancer Support offices, as agreed.

The roles involve travel across Shropshire, Telford and Wrekin and Mid Wales as required.

Hours: Full time (37.5hours) or 0.8FTE (30 hours). Hours will usually be worked between 7.30am and 6pm to meet the needs of the organisation. Flexible working times as well as evening and weekend work will be required.

Main Purpose of the Role

Working with colleagues to deliver our Cancer Champions project across the region, and further afield. Recruiting and training new Cancer Champions and providing support to existing trained volunteers.

Supporting the development and delivery of the new Cancer Confidence project; contributing to the content and delivery method and working with colleagues to ensure the project is embedded across the organisation. Recruiting and training individuals and organisations.

Being part of the LiveLife team, being out in the community delivering health promotion messaging at public venues.

Supporting the Head of Services (Cancer Awareness) in the development of new training sessions and exploring new ideas for community engagement.

Key Roles and Responsibilities

- Deliver high-quality training to people from across the community, that engages them and delivers health information in an accessible and enjoyable way
- Contribute to the development of new training and engagement activities, and evaluate the success of these
- Work with colleagues to develop health promotion approaches and ensure these are in line with the wider strategic and operational plans of the charity
- Recruit, train and support a diverse range of Cancer Champions and Cancer Confident volunteers from within communities and organisations
- Work collaboratively with colleagues to deliver a programme of LiveLife community cancer awareness activities, providing health promotion information to engage the public at a diverse range of community events and venues
- Communicate effectively with a wide range of people in order to build and sustain effective and positive relationships across public, private, community and voluntary sectors, to develop relationships and joint working in support of LiveLife projects.

- Maintain an up-to-date understanding of cancer, the services that are available, and developments in treatments and the wider picture, ensuring the information we provide is current and relevant
- Maintain an understanding of health inequalities in cancer, and implement ways of addressing these with a range of communities
- Collaborate with partners and the Lingen Davies communications team to promote and publicise your work.
- Ensure project resources are maintained and fully stocked with relevant materials for cancer awareness activity as appropriate. This includes contributing to the creation and maintenance of our own resources (e.g. website, videos), and sourcing health promotion materials from statutory bodies, national campaigns, and others
- Evaluate the success of activities and provide monitoring reports as required, including those requested by external funding partners. Capture feedback from trained volunteers with a view to this being fed back into the Lingen Davies team and/or NHS partners as appropriate to support better community understanding and service design
- Ensure that the necessary safeguards, governance, infrastructure and support is in place to enable our projects to operate safely and effectively

Key relationships

- The post-holder will report to the Head of Services (Cancer Awareness)
- You will work routinely with colleagues across the charity, in particular those in the Service Delivery team
- You will build and maintain relationships with community volunteers and external organisations in the public, private and voluntary sectors, in order to ensure the success of our work

Responsibilities of all staff

- Work collaboratively with colleagues from across the charity to share ideas, contacts, and opportunities. Support charity-wide initiatives and activities as required.
- Build and maintain close relationships with colleagues across Lingen Davies, alerting them to potential health promotion and income generation opportunities and working collaboratively on key initiatives, including major events
- Contribute to a positive working environment, including working collaboratively to overcome operational challenges and improving internal systems.
- Be available for and represent the Lingen Davies Cancer Support at external meetings, publicity events, cheque presentations, etc. addressing audiences as appropriate and promoting the charity

- Carry out other tasks that are within the scope, spirit and purpose of the role

Person Specification

Education

- Educated to A Level/NVQ Level 3 standard or be able to demonstrate equivalent professional experience.

Knowledge, Skills and Experience

- Experience of engaging with the public and ability to explain complex ideas in an accessible and enjoyable manner
- Experience of, and a creative approach to, delivering training and facilitation
- Strong presentation skills, and the confidence to respond to questions or challenges in a group setting
- The ability to listen and respond empathetically, including when speaking directly with people living with cancer
- Ability to understand and interpret health related information
- Experience of engaging with the public using a wide range of methods, to understand and respond to local communities
- A willingness and ability to work creatively, flexibly, and developmentally with colleagues to meet the needs of the local communities
- Experience of building relationships with internal and external stakeholders
- Knowledge and understanding of the issues, challenges and opportunities facing local and national health services.
- Experience of planning, executing, and evaluating projects
- Ability to work at times without direct supervision, using agreed procedures to manage your own workload
- Confident with use of computer systems, including Microsoft products such as Word, Excel and Powerpoint, as well as experience of using a CRM database or similar.

Values and Personal Attributes

- Friendly, warm positive and professional
- Able to take direction as well as work on own initiative, and think on your feet
- A team player, with a willingness to support colleagues and be adaptable
- Enthusiastic and resilient, with a passion to deliver
- A genuine desire to make a positive difference to lives affected by cancer in Shropshire, Telford & Wrekin, and Mid Wales
- A willingness to working within the Lingen Davies Values of Community, Vision and Commitment.

This role will work across our region of Shropshire, Telford & Wrekin, and Mid Wales. There may also be occasional work further afield in the UK. Therefore, it is essential that the postholder holds a full, clean driving licence with access to a vehicle insured for business use.

It will also be important that the postholder has the flexibility to work outside of office hours, both at weekends and during the evenings, on a regular basis.

For an informal conversation about this role, please contact recruitment@lingendavies.co.uk and a member of the team will respond to arrange.