

## Job description

### Our charity

We're Breast Cancer Now, the research and support charity. We're the place to turn to for anything and everything to do with breast cancer. However you're experiencing breast cancer, we're here.

The brightest minds in breast cancer research are here. Making life-saving research happen in labs across the UK and Ireland.

Support services, trustworthy breast cancer information and specialist nurses are here. Ready to support you, whenever you need it.

Dedicated campaigners are here. Fighting for the best possible treatment, services and care, for anyone affected by breast cancer.

Why? Because we believe that by 2050, everyone diagnosed with breast cancer will live – and be supported to live well. But to create that future, we need to act now.

<b>Job title</b>	Healthcare professional education manager
<b>Directorate</b>	Research, support and influencing
<b>Team</b>	Healthcare professional support and engagement (part of the wider nursing, healthcare professional engagement and health information team)
<b>Job title of reporting manager</b>	Healthcare professional engagement senior manager
<b>Job title(s) of direct reports</b>	Not applicable
<b>Document created (month and year)</b>	March 2024

### Overview of directorate

The research, support and influencing directorate is responsible for delivering Breast Cancer Now's work, through our research, our award-winning services and our successful campaigning. It brings together our research portfolio, our support services (including our helpline), our team of nurses, our health and patient information, our public health and wellbeing team, and our work on policy and influencing.

The directorate has a central role in making sure we achieve our vision, that by 2050, all those who develop breast cancer will live, and live well, and this cannot be achieved without the support and guidance of our partners, our supporters and those affected by breast cancer.

Thanks to the work of the directorate, we will provide support for those affected by breast cancer today and hope for the future.

### **Job purpose**

To lead on the planning and delivery of our healthcare professional education offer. This includes our online healthcare professionals' hub, sharing best practice, clinical updates and transferable skill development.

### **Key tasks and duties**

- Working closely with the healthcare professional engagement senior manager, lead on the planning and delivery of our education, training and support offers for our healthcare professional stakeholders
- Undertake general research into and awareness of the market/horizon scanning, including education/revalidation needs of different healthcare professional roles
- Identify potential topics for future educational content (through internal relationships, desk research and telephone research with potential speakers or the target audience)
- Develop a content plan for our healthcare professional educational activities, determining what topics should be covered and what the best format would be (i.e. webinar, online modules, presentation, panel discussion, case study)
- Manage external relationships with partnership organisations to co-design educational resources e.g. GatewayC, Royal Colleges, universities, healthcare education academies
- Support the team in managing the forward schedule of planned healthcare professional engagement activities for the year, ensuring planned activities are delivered on time and within budget
- Work with Advisory Boards across larger projects to get input into their content
- Identify and invite clinicians/subject matter experts to speak or co-design content
- Identify potential partner organisations for development and/or delivery of educational content
- Develop event agendas, alongside the healthcare professional education and events senior officer
- Work with confirmed speakers to ensure session titles/descriptions align with the objectives of our educational activities
- Determine key target audiences and support marketing activities for these audiences
- Adhere to all Breast Cancer Now's policies and procedures.
- Undertake any other duties that are within the scope and remit of the role and as agreed with your manager.
- Work with the evaluation manager and wider healthcare professional engagement team to ensure all our healthcare professional education and wider hub activities are effectively monitored, evaluated and reported on, and any learnings and insights shared with relevant colleagues

## Person specification

### Qualifications and experience

It's **essential** for you to have the following experience:

	Method of assessment	
	Shortlist	Interview
Developing and managing strong relationships with a wide variety of stakeholders, including senior healthcare professionals.	<b>X</b>	<b>X</b>
Planning and delivery of educational activities targeted at professional specialisms (face to face or online)	<b>X</b>	
Working on cross-organisational activities and matrix working		<b>X</b>
Partnership working with other organisations	<b>X</b>	
Effective facilitation of meetings and discussions		<b>X</b>
Managing projects within specified timelines and budgets, including producing plans, risk assessments, delivering projects across teams and departments, and effectively leading their implementation.	<b>X</b>	<b>X</b>
Working in healthcare or closely with healthcare professionals, ideally either within the NHS, private healthcare or charity sector	<b>X</b>	

It's **desirable** for you to have the following qualifications and experience:

	Method of assessment	
	Shortlist	Interview
Working closely with agencies to deliver project work	<b>X</b>	
Conference/event planning (both face to face and online)	<b>X</b>	
Working closely with experts by experience (e.g. patient representatives)	<b>X</b>	
Working in a geographically dispersed team	<b>X</b>	
Data analysis and writing reports	<b>X</b>	

## Skills and attributes

It's **essential** for you to have the following skills and attributes:

	Method of assessment	
	Shortlist	Interview
Excellent communication skills (verbal and written) including strong public speaking skills and the ability to translate complex information into accessible language suitable for non-expert audiences e.g., policy makers, the media, the public and people affected by breast cancer.	X	X
Excellent interpersonal skills, including confidence in working with senior colleagues and stakeholders and the ability to deal sensitively with patients and the public.	X	X
Excellent organisational skills, with the ability to organise your work effectively, setting objectives and prioritising your workload in a busy environment, working under pressure and at times to tight deadlines while delivering on long-term objectives.	X	X
Ability to work well as a member of a team, with a wide variety of people.	X	X
Ability to work under own initiative.	X	X
Ability to effectively prioritise and manage your own workload.	X	X

## Knowledge

It's **essential** for you to have the following level of knowledge:

	Method of assessment	
	Shortlist	Interview
Project management tools and how to use these effectively	X	X
An understanding of the UK health systems, cancer services and NHS structures, both nationally and locally.	X	
An understanding of and commitment to issues relating to equality of opportunity and the ability to implement change in this area.	X	
An understanding of data protection law and how it applies to the storage and use of supporter data.	X	

It's **desirable** for you to have the following level of knowledge:

	Method of assessment	
	Shortlist	Interview
Knowledge of NHS education and training methods	<b>X</b>	
Understanding of different theories of learning methods/preferences	<b>X</b>	
Knowledge of breast cancer patient pathways, including key challenges for patients and healthcare professionals.	<b>X</b>	

## Role information

### Key internal working relationships

You'll work closely with the following:

- Healthcare professional support and engagement team
- Nursing team
- Health information team
- Services team
- Policy, evidence and influencing team
- Digital team
- Data team
- Compliance team

### Key external working relationships

You'll work closely with the following:

- Healthcare professionals (e.g. breast care nurses, radiologists, oncologists)
- Universities and royal colleges
- Other healthcare and related charity organisations
- People affected by breast cancer

### General information

#### Role location and our hybrid working model

This role can be based in our Cardiff, Glasgow, London or Sheffield office. However, our hybrid working model allows you to work up to 3 days per week at home. Your other days will be primarily based in:

London - Ibex House, 42-47 Minories, London EC3N 1DY  
(open Monday to Thursday)

Glasgow - Robertson House, 152 Bath St, Glasgow G2 4TB  
(open Tuesday to Thursday)

Sheffield - St James House, Vicar Lane, Sheffield S1 2EX  
(open Monday to Thursday)

Cardiff – 4<sup>th</sup> Floor, 16 Cathedral Road, Cardiff CF11 9LJ  
(open Monday to Wednesday)

<b>Hours of work</b>	35 per week, Monday to Friday
<b>Contract type</b>	Permanent
<b>Medical research</b>	We fund medical research of which some may involve the use of animals. Our aim is to save lives and our research using animals is only when there are no alternatives.
<b>Conflict of interests</b>	You'll be obliged to devote your full attention and ability to your paid duties. You shouldn't engage or participate in any other business opportunity, occupation or role (paid or non-paid) within or outside of your contracted hours of work which could impair your ability to act in the best interests or prejudice the interests of the charity or the work undertaken.
<b>Immigration, Asylum and Nationality Act 2006</b>	You shouldn't have any restrictions on your eligibility to indefinitely work or reside in the UK.

## How to apply - guidance

We hope you choose to apply for this role. In support of your application, you'll be asked to submit your **anonymised** CV which means removing all sensitive personal information such as and for example, your name, address, gender, religion and sexual orientation. You're also asked to provide a supporting statement. When doing so please ensure you refer to the essential criteria on the person specification and clearly provide as much information as possible with examples to demonstrate how and where you meet the criteria.