

## Job Description

### Job title

**Fenland Community Cancer Champion Project Manager**

### Overall purpose of the job

To co-ordinate the delivery of the Community Cancer Champions project in Fenland, supporting staff, volunteers and partners to improve local awareness of cancer and access to support, while ensuring activity is well-managed, evidenced and aligned with funder requirements.

### Main tasks

1. Co-ordinate delivery of the Fenland Community Cancer Champions project, ensuring agreed activities are planned and delivered on time and within budget, with appropriate use of simple project management tools.
2. Provide light-touch line management and support to project staff and volunteers, including regular check-ins, induction of new starters and facilitating monthly team meetings.
3. Maintain effective working relationships with key partners, including health and care organisations and voluntary sector groups, to support referrals, joint working and local awareness of the project.
4. Support and enable Community Cancer Champion volunteers and community groups, providing guidance, information and signposting so they can deliver local awareness and wellbeing activities.
5. Oversee the use of Aide CRM and project monitoring systems, ensuring accurate records of contacts, referrals / activity and compliance with GDPR and organisational policies.
6. Contribute to project monitoring and reporting, including preparing quarterly reports for the funder and sharing key data, learning and case studies with stakeholders.
7. Support project communications, including drafting short articles, case studies and social media content to raise awareness of cancer support and promote volunteer involvement.
8. Contribute to project development and sustainability, including identifying opportunities to strengthen delivery, support funding discussions and input to future proposals where relevant.
9. Attend internal meetings and training as required to support effective delivery and alignment with organisational priorities.

**Safeguarding commitment**

We are committed to safeguarding and promoting the welfare of children and young people and/or vulnerable adults. We require you to understand and demonstrate this commitment. All staff are required to undertake safeguarding training appropriate to their role.

## Person Specification

### Qualifications and experience

#### Essential

- Experience of coordinating projects or programmes within a community, health or voluntary sector setting.
- Experience of working with volunteers, including providing guidance and support.
- Experience of partnership working, particularly with public sector and/or voluntary and community organisations.
- Experience of collecting, recording and reporting data to support monitoring and evaluation.
- Experience of producing clear written content for a range of audiences (e.g. reports, briefings, or communications).

#### Desirable

- Experience of working on health, wellbeing or inequalities-related projects.
- Understanding of issues affecting rural communities or underserved groups.
- Experience of using a CRM system to manage contacts and activity.
- Experience of supporting funding applications or contributing to project development.

### Knowledge and understanding

#### Essential

- Understanding of community-based approaches to improving health and wellbeing.
- Awareness of the role of the voluntary and community sector within local health and care systems.
- Understanding of the importance of data protection and confidentiality, including GDPR principles.
- Understanding of basic project management principles, including planning, monitoring and reporting.

#### Desirable

- Awareness of cancer support pathways and the challenges faced by people affected by cancer.
- Understanding of health inequalities and barriers to accessing services.

### Skills and abilities

#### Essential

- Strong organisational skills, with the ability to plan and prioritise work within limited time.
- Ability to coordinate multiple strands of work and maintain oversight of project delivery.
- Good interpersonal skills, with the ability to build and maintain effective working relationships.
- Ability to support and motivate staff and volunteers in a constructive and proportionate way.
- Clear written and verbal communication skills, tailored to different audiences.

- Ability to analyse and present data in a straightforward and meaningful way.
- Competent IT skills, including Microsoft Office and the ability to use CRM systems.

#### Desirable

- Ability to facilitate small group discussions or training sessions.
- Experience of developing simple resources (e.g. guidance notes, toolkits, or presentations).

### Personal attributes

#### Essential

- Ability to work independently and manage workload effectively within a part-time role.
- Practical and solution-focused approach, with sound judgement about where to prioritise effort.
- Collaborative and supportive team member, willing to contribute to wider organisational work where appropriate.
- Commitment to equality, diversity and inclusion in service delivery.
- Sensitivity and professionalism when working with individuals affected by cancer or other health issues.

#### Desirable

- Understanding of the emotional impact of working in health and wellbeing roles and ability to maintain appropriate boundaries.

### Other requirements

#### Essential

- Willingness to travel within Cambridgeshire as required to support project delivery.
- Ability to work flexibly, including occasional evening meetings or events.

### Disclosure level

<b>What disclosure level is required for this post?</b>	<input type="checkbox"/>	None	<input type="checkbox"/>	Standard
	<input type="checkbox"/>	Enhanced	<input checked="" type="checkbox"/>	Enhanced with barred list checks

### Other key information about this job

Who the role reports to:	Head of Business Services
Working hours:	14 hours per week, which may include some evening or weekend work. Cambridgeshire ACRE operates a flexible working system.
Office base:	Homeworking: office accommodation can be provided if required.
Organisation job type:	Manager
Salary:	In the range of SCP 25 – 29 on the NJC payscale (currently £36,363 - £39,862 per annum for a 35 hour week – 2026/27 pay award pending) plus contributory pension scheme and travel expenses.
Annual leave:	25 days per annum plus bank holidays, pro rata for part-time employees.
Contract type:	Fixed term - this post is a temporary maternity cover role and will end on the return of the substantive post holder or cessation of funding (31-Mar-2027), whichever is earlier.
Staff to be directly managed:	Macmillan Village Agents (two posts)