

North West Cancer Research & KidsCan - Job Description

Job Title:	KidsCan Connect Lead
Hours:	2-3 days per week
Salary:	£28,000 - £34,000 pro-rata (£16,800 - £20,400 for 3-days per week)
Reports to:	Charity Manager - KidsCan
Key relationships:	The staff teams of both KidsCan and North West cancer Research, families, children and young people with cancer, donors etc.
Location:	To be based at the KidsCan Office in Salford occasional working at the NWCR Office in Liverpool along with hybrid working from home.

Role Summary

The new KidsCan Connect programme aims to create moments of connection for children experiencing cancer and their families. The main areas of activity will be:

Community Programme - The Community Programme will provide accessible, inclusive activities for children, young people, and their families. The focus is on delivering a varied, geographically distributed calendar of events which will support families to develop networks of others with lived experience.

Hospital Activity Programme - The Hospital Activity Programme aims to enhance the inpatient experience through structured, co-created activities that support wellbeing and creativity. Starting at Manchester Children's Hospital, and developed with NHS Staff, this programme will aim to make children and families' time on the wards more pleasant.

Future flagship event - There are plans for a flagship event in the future (2027 onwards), which would form a core component of the programme. The Flagship Event is envisioned as a multi day, campus based gathering that brings families together for celebration, learning, creativity, and support.

The KidsCan Connect Lead will work closely with the Charity Manager in order to establish this exciting programme, organise and run activities and to create new ways to support young people and their families. Note that some of the activities and events will run in evenings and at weekends which will require flexible working.

Responsibilities/Duties

Programme Delivery

- Community event delivery: Plan, organise, and run a varied calendar of community activities across the region, ensuring events are inclusive, age-appropriate, and engaging.
- Hospital Activity Programme delivery: Co-create and deliver structured wellbeing and creativity sessions on inpatient wards at Manchester Children's Hospital, working collaboratively with NHS staff.
- Ensure all activities are delivered professionally, safely, and with warmth, sensitivity, and adaptability.

Programme Development

- Establish a consistent programme structure, including event formats, delivery standards, and child-centred approaches.
- Develop flexible activity plans tailored to different age groups, interests, and needs.
- Feedback systems: maintain and utilise a structured feedback mechanism to evaluate events and inform continuous improvement.

Partnership & Relationship Management

- Build strong operational relationships with regional suppliers, ensuring reliability, quality, and value.
- Coordinate and support volunteers, ensuring they are briefed, supervised, and confident in their roles.
- Work with NHS staff to align hospital activities with ward needs and patient wellbeing.
- Represent KidsCan professionally at all events and activities.

Safeguarding & Risk

- Lead risk assessments for all activities, venues, and suppliers.
- Report safeguarding concerns in line with KidsCan policy.
- Ensure volunteers understand safeguarding expectations and escalation routes.

Appendix 1

- Maintain a safe, inclusive environment for children and families.

Operational Delivery

- Manage event logistics including bookings, equipment, materials, travel, and volunteer coordination.
- Advertise events through KidsCan channels, ensuring families receive clear, timely information.
- Maintain accurate records of attendance, feedback, risk assessments, and incident reporting.
- Support the Charity Manager with programme reporting and impact measurement.

General

- Support the development of effective health and safety and risk management procedures within the organisation;
- To develop the volunteer base of KidsCan to ensure that it has the people resources it needs and to ensure that these opportunities are safe, well-managed and attractive;
- To undertake other reasonable duties as requested.