



**Peer Support Group
Development Officer**

tackle
prostate cancer

What you need to know about this role:

Job title: Peer Support Group Development Officer

Responsible to: Director of Operations and National Programmes

Duration: Three years (with potential of extension depending on funding)

Location: Various regional locations (Area 1) East and West Midlands and (Area 2) Yorkshire/North- East

Working Hours: Full-Time- 37 hours per week, remote working with travel across region and occasional national travel, flexible working negotiable by prior arrangement.

Salary: £26,500 per annum (37 hours week)

About Tackle Prostate Cancer:

Would you like to be part of a Charity that helps support men's health and improves user involvement in cancer care?

We are the only patient-led, UK-wide charity representing people with Prostate Cancer and those who care for them. Through our national network of support groups we unite, guide & hero those living with or affected by Prostate Cancer.

We understand that everyone's prostate cancer journey is different, which is why we have built a community who listens to their worries, provides them with useful information and points people in the direction that's best for their needs. We're here to normalise conversations and ensure those affected by prostate cancer feel supported through every step of their prostate cancer journey.

The charity is made up of a federation of autonomous local support groups (members), over 130 of which are geographically dispersed. We are a small but ambitious charity supported by the Director of Operations and National Programmes and a group of subcontracted specialists. Our Board of Trustees and volunteers are hands-on in the day-to-day operations and strategic direction of the charity.

Our vision is to enable the growth of peer support groups across the country, ensuring the needs of people living with and affected by prostate cancer are met, and their voices are heard.

Tackle's Peer-to-Peer Support Service:

Our Peer Support Service provides support to over 130 local member groups through education, resources, small grants, and networking opportunities. This includes delivering an annual national conference, monthly group leaders networking, peer to peer coaching sessions, equality, diversity and inclusion training to name a few.

What you need to know about this role:

About the role

Following the successful application of a National Lottery award, we are seeking two dedicated and compassionate Peer Support Group Development Officers to set up and sustain local peer support groups for people living with and affected by prostate cancer. These roles focus on building on our established networks to expand peer support in defined areas, facilitating group formation, and enhancing service delivery through strategic outreach and resource development.

We are seeking confident and hardworking individuals with experience in the charity sector and, ideally, peer support. You are a team player, pro-active, able to work with minimum supervision and live in the geographic region for the role that you want to apply for. You will be working with a range of stakeholders from community and NHS organisations to develop peer support services; taking ownership of some of our existing peer support activity whilst taking on new programmes of work. You will be a professional, people person, be creative about seeking new ways of working, and enjoy networking to build relationships. You demonstrate a commitment to diversity and inclusion with an empathic and non-judgemental approach to working people. A willingness and availability to work evenings and occasional weekends is desirable.

Your job responsibilities:

- **Group formation and support:** Oversee the setup and operation of 10-12 self-sustaining and independent peer support groups within your assigned region across the lifetime of the three-year project. Ensure smooth delivery, monitoring, and evaluation of group activities. Support existing group leaders and organisers to reach more people living with and affected by prostate cancer with tools and resources.
- **Volunteer Coordination:** Recruit, train, and support volunteer Support Group Leaders. Assist in the co-production of training materials and resources, aimed at creating self-sustainable groups.
- **Community Engagement:** Conduct outreach to map existing support services and facilitate the integration of these services with the peer support groups. Host local engagement events to boost volunteer recruitment.
- **Data and Case Management:** Use a Customer Relationship Management (CRM) system to support high-quality volunteer and case management, ensuring accurate data collection to support service outcomes.
- **Training and Development:** Develop and deliver tailored training programmes for volunteers based on the specific needs of Group Leaders and Organisers. Set up regional forums for sharing best practices and peer networking. Encourage use of Members Portal to share good practice.
- **Documentation and Compliance:** Ensure compliance with the Best Practice Guidance document and adherence to safeguarding policies to maintain the safe governance of peer support groups.

Skills and qualities required:

- **Strong Facilitation and Communication Skills:** Ability to engage effectively with diverse groups. Excellent written and verbal communication skills are essential.
- **Project Management:** Proven skills in managing complex projects with multiple stakeholders. Ability to meet deadlines and manage a varied workload.
- **Volunteer Management:** Experience in recruiting, training, and supporting volunteers in community settings. Knowledge of best practices in volunteer management.
- **Influencing:** Experience of influencing a wide range of partners and stakeholders, and in particular clinicians and voluntary and community providers within the health and wellbeing community.
- **Community Development:** Experience of developing and delivering community services with a range of stakeholders, including health and social care workers, commissioners, local authority and community and voluntary partners.
- **Data-Driven Approach:** Experience with data collection and CRM systems and a commitment to data-driven service evaluation.
- **Community Sensitivity:** Experience collaborating with people with a lived experience of cancer or other long-term conditions. Ability to understand and empathise with community needs.
- **Administrative** Strong administration and IT skills to maintain accurate records and documentation.
- **Safeguarding Knowledge:** A good understanding of safeguarding practices, particularly concerning vulnerable populations.

Educational qualifications:

- Relevant qualification or experience in Community Development, Psychology, Public Health, or a related field is preferred.

Essential requirements:

- A genuine commitment to promoting equality, diversity, and inclusion in all aspects of the role.
- Live in the geographic region for the role that you want to apply for.
- Right to work in the UK.
- Willingness to travel within the designated region and, on occasion, nationally when required.

What you'll need to demonstrate:

- Relevant professional qualification or equivalent work experience.
- A solution focused team player with a positive, can-do mindset.
- Proven experience of supporting volunteers in community settings with an emphasis on understanding and working with people living with cancer.
- Excellent time management skills.
- An understanding of cancer care, palliative care or related specialist area.
- An ability to put people at ease and a true enjoyment of working collaboratively with colleagues and external stakeholders.
- Excellent written, verbal and visual communications with brilliant attention to detail.
- Understanding of researching, mapping and unlocking community assets that support service delivery and signposting.
- A strong commitment to ensuring outcomes and impacts of services are evidenced through high quality data collection.
- Excellent administration and IT skills.
- Ability to work virtually and on your own initiative and manage a complex and varied workload to successfully meet project deadlines and targets.
- A real commitment to equality, diversity and inclusion within your role.
- Right to work in the UK.

How to apply:

Please email jobs@tackleprostate.org a CV and a supporting statement that addresses the following 3 questions (no more than 2 pages)

1. Describe a previous experience where you successfully set up and managed a community or support group. What challenges did you face, and how did you overcome them?
2. Can you provide an example of a training programme or workshop you developed for volunteers? What were the key objectives, and how did you ensure the content met the needs of the volunteers and the service users?
3. Effective communication is crucial in this role, especially when dealing with sensitive topics such as living with prostate cancer. Can you share an experience where your communication skills made a significant difference in a volunteer or support group setting?

Please note, we will not shortlist candidates who do not include both CV and question responses.

Application deadline: Monday 19th August 2024 by 10am

Interview dates: w/c 16th September 2024

What it means to work at Tackle:

Our vision:

To become the 'go to' charity for peer support

Our mission:

To enable the growth of peer support groups across the country, ensuring the needs of people living with and affected by prostate cancer are met, and their voices are heard.

Our values:

Stating core values just proves who a company wants to be, actions and behaviours who a company is.



Compassionate

Supporting others empathetically, valuing diversity and always being there for those that need us



Inclusiveness

We embrace diversity and work to ensure the needs of all people are met regardless of their economic status, heritage, gender or sexual orientation



Dedicated

Passionately delivering support for our members, grounded in our lived experiences and professional expertise



Integrity

A trusted partner operating in an honest, ethical and responsible way

What we can offer you:



Flexible working:

- We operate flexible working practices which include working from home, varying start and end times of the working day, compressed hours and variable contract hours through the year.



Pay and pension:

- You'll be eligible and auto-enrolled into a pension scheme - Current employee contributions are 5% and we will contribute 3%.



Family:

- Our policies include compassionate, dependents, carers and bereavement leave that support the lives of employees who have additional commitments.



Holidays:

- 28 days annual leave, including 3 of which must be taken between Christmas and New Year, plus bank holidays.



Expenses and allowance:

- You will be provided with a working from home allowance allowing you to purchase necessary items to ensure a safe and comfortable working environment. A laptop and mobile phone will be provided to you. All worked related travel and subsistence expenses will be reimbursed as per our expense policy.



Learning and development:

- We are keen to develop and enhance the learning experience during your time at Tackle, and we are proud to offer many learning opportunities.

Our recruitment process:

As a charity we want to hire the best people to support our vision and mission. People who are values led, high performing and really passionate about doing their best for our local support groups.

We will guarantee interviews to any candidates with experience of Tackle Prostate Cancer (either of being a member of a peer support group or a group lead) who demonstrate that they meet the essential skills and experience outlined.

We welcome applications from people from all sections of the community, irrespective of race, colour, sex, gender identity, age, disability, sexual orientation, religion or belief.

Tackle is committed to attracting, developing and retaining a diverse workforce, with a broad range of backgrounds, experiences and perspectives, and we encourage applicants from those groups currently under-represented in our organisation and sector.

Standard clauses:

The post holder must at all times carry out their responsibilities with due regard to Tackle's Equal Opportunities Policy and Safeguarding Policy. The post holder will be expected to complete a successful Disclosure and Barring Service (DBS) check.

The post holder must accept responsibility for ensuring that the policies and procedures relating to Health and Safety in the workplace are adhered to at all times. The post holder must respect the confidentiality of data stored electronically and by other means in line with the Data Protection Act.

Note: This job description is not exhaustive. Tackle reserves the right to add to or revise the job description at any time - the post holder may be required to undertake any other duties that fall within the nature of the roles and responsibilities as detailed in this document.

Any substantial or major changes will be negotiated with the post holder.

Tackle Prostate Cancer is the campaign name of The National Federation of Prostate Cancer Support

Groups Charity Registration N^o 1163152

Registered Office: 124 City Road, London, EC1V 2NX. A Company Limited by Guarantee.

Registered in England N^o 9672970

tackle
prostate cancer