

Recruitment pack



**Target
Ovarian
Cancer**

**Project Lead – Peer
Support (3 year fixed-
term contract)**

Closing date: 04/11/2024

What you need to know about the role



Job title:	Project Lead – Peer Support
Reports to:	Deputy Director of Services
Location:	We currently offer a hybrid-working model. This means you may usually work from your home or remote location, but are expected to attend meetings and pay for your own travel to the office in Angel, London when required.
Hours:	Full time 35 hours per week 9am – 5pm Monday to Friday. The charity has a core hours policy with core hours of 10am – 4pm and flexibility around remaining hours.
Salary:	£38,000 – £40,000
Holiday:	Staff start with 25 days' annual leave entitlement, rising to 27 days after one year's service and 30 days after two years' service, plus statutory public holidays.



About Target Ovarian Cancer

At Target Ovarian Cancer, we target what's important to stop ovarian cancer devastating lives.

We give trusted information, to help people ask questions and make decisions that are right for them. We connect people with shared experiences, and we support families every step of the way.

We stand together as a powerful community for everyone facing ovarian cancer across the UK, sharing stories and raising voices, to make sure that ovarian cancer becomes a health priority.

We know that early diagnosis saves lives, so we work closely with GPs who are at the heart of this, to help them diagnose ovarian cancer faster and earlier – giving everyone the best chance of living.

And our investment in research to find new, better and more targeted treatments means that everyone can live with hope for their future.

We're fighting for a world where everyone with ovarian cancer lives, and we're targeting what's important – symptoms awareness, early diagnosis, better treatments and support for all.



Our values

Learn about the values we expect from ourselves and each other, at every level of the organisation, every day.



Supportive

Working together to be there for women with ovarian cancer and their families.



Expert

Bringing together the knowledge, skills and experience to succeed.



Pioneering

Constantly pushing boundaries, innovating and working to be the very best we can be.



Empowering

Helping people to achieve their goals.



Passionate

Women with ovarian cancer are at the heart of everything we do.



Impactful

Delivering the changes that women with ovarian cancer and their families need.



My favourite thing about working at Target Ovarian Cancer is definitely the people – it's an absolute pleasure to be part of such a passionate and dedicated team who are super friendly and fun to work with!"

- Hayley, Head of Digital



Specific responsibilities



About the role

We're thrilled to announce an exciting opportunity for a Project Lead to drive our ovarian cancer peer support initiative. With the support of the National Lottery Community Fund our vision is to harness the power of the ovarian cancer community by introducing an England-wide, volunteer-led, peer-to-peer support service for the 41,000 women living with a diagnosis of ovarian cancer in the UK.

Specific Responsibilities

- Lead the successful set-up, delivery and evaluation of the volunteer-led peer-to-peer project, ensuring it delivers a high quality and high impact service for volunteers and women with ovarian cancer.

Project management

- Develop and maintain detailed project plans outlining scope, timeline, resources allocation and key milestones for the project.
- Collaborate with the project steering committee to define project objectives, deliverables and success criteria.
- Identify risks and implement mitigation strategies to ensure project objectives are met.
- Monitor project progress through regular status updates and tracking of Key Performance Indicators (KPIs).
- Manage the project budget ensuring that costs are aligned with the budget and project plan and in line with the funder's expectations.

Communications and engagement

- Work with the Communications team to develop and implement an external communications plan to support project delivery.
- Develop and maintain digital and print materials including volunteer guides, promotional materials and regular project updates, adhering to Target Ovarian Cancer's brand and with a focus on accessibility and inclusion.
- Collaborate with other teams, including Finance, Fundraising, Communications and the Programmes Directorate, to support all aspects of the project.
- Build strong links with the community, including with local public, private, voluntary and non-voluntary organisations and statutory bodies to share learnings, good practice and to build a network of support for the project and our volunteers.
- Engage with existing ovarian cancer support groups and health care professionals and determine ways of engaging them in the project.



Specific responsibilities

Peer-to-peer support volunteer recruitment & management

- Manage peer-to-peer support volunteer recruitment, induction and management in line with Target Ovarian Cancer's volunteer policy.
- Ensure risk assessment and safe systems of work are in place for volunteer roles.
- Plan and lead peer-to-peer support training sessions, both in-person and online.
- Create and maintain accurate volunteer records and databases, and work with the HR Manager to ensure all necessary pre-volunteering checks are carried out as required and records kept according to organisational policies.
- Provide ongoing support and supervision for volunteers to ensure they are motivated, and feel valued and respected in making a lasting difference in our communities.
- Keep abreast of legislation, policy and good practice related to volunteering.

Impact evaluation

- Work with the project steering committee to establish an impact evaluation framework for the project including Key Performance Indicators and impact measures.
- Continuously evaluate the impact of the project, proactively managing change where needed and using learnings to inform the actions and decisions of the steering committee.
- Establish a strong relationship with the Trusts Fundraising Manager and establish reporting mechanisms to the project funder.
- Produce high-calibre reports and analysis of the project progress including measuring its impact.
- Identify opportunities to share learnings from the project to support the wider sector in developing peer-to-peer support services.

Other duties

- Maintain confidentiality.
- Operate within the equal opportunities framework, data protection, information standard and health and safety requirements of the organisation at all times.
- Ensure organisational and local safeguarding and health & safety policies are updated, adhered to and effectively implemented.
- To perform other duties as assigned, including travel around the UK.

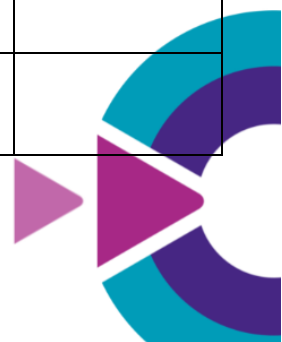


Person specification



Person Specification

Knowledge and experience	Essential	Desirable
Experience of delivering health related supportive services.	X	
Demonstrated ability to lead and coordinate projects, including managing timelines, liaising with stakeholders, change management, budget management and ensuring deadlines are met.	X	
Demonstrated ability to collaborate with team members and across different departments and organisations to achieve shared goals.	X	
Experience of working with or supporting volunteers	X	
Understanding of service promotion, collaborating with marketing teams, and ensuring that messaging aligns with service objectives.	X	
Familiarity with working on grant-funded projects.		X
Knowledge and ability to support in the production of effective communications to the volunteer teams, departments and a wider audience.	X	
Personal attributes and skills	Essential	Desirable
Strong project management skills.	X	
Excellent at building and maintaining collaborative relationships.	X	
Self-motivated and proactive at seeking new ways to deliver impact.	X	
Excellent oral and written communication skills; ability to tailor these as needed to different audiences.	X	
Proficiency in generating, evaluating, and synthesising data for KPI reporting, supporting impact reports, and working with data teams.	X	
Ability to prioritise tasks effectively and meet deadlines while maintaining high service standards.	X	
IT literate with excellent knowledge of Microsoft Office and competency in using databases to manage information.	X	
A focus on delivering exceptional service to users, ensuring that services are tailored to meet the needs of the community.	X	
Ability to handle unexpected challenges, adapting to evolving community needs.	X	
Flexibility to work outside core hours and travel across the UK as needed to meet the requirements of the role.	X	



Benefits



Holidays

Staff start with 25 days' annual leave entitlement, rising to 27 days after one year's service and 30 days after two years' service and also receive statutory public holidays. This is pro-rated for part time staff.



Employee assistance programme

All members of staff, their partners and any dependants between the ages of 16 & 24 in full time education, have access to a free and anonymous service providing information, expert advice and specialist counselling to deal with a wide range of issues staff may encounter in their personal or work lives.



Health Service Discounts

All Target Ovarian Cancer staff are eligible to sign up to the NHS Health Service Discounts website as healthcare-related charity staff and receive discounts on shopping, insurance, mobiles, and more!



Volunteering

All staff are encouraged to volunteer at Target Ovarian Cancer events at least twice a year. Time off in lieu is given for these volunteering times when staff volunteer out of working hours.



Pension

5 per cent employer contribution.

Meet the team



I was made to feel so welcome by everyone at Target Ovarian Cancer from my very first day, and that support has definitely continued. The hybrid working model works well, but there are still plenty of great opportunities for us all to meet in person. Everyone has a really strong understanding and passion for our work and what we're here to achieve, and it's fantastic to be a part of that."

- Anna, Digital Marketing Manager



Benefits



Interest-free season ticket loan

Allowing staff to spread the cost of annual public travel to and from the office over a set period of time.



Childcare vouchers

Available to those already on the childcare voucher scheme.



Buddy system

All new starters are allocated a buddy to help welcome them into the charity and support them in settling in.



Hybrid working

Our hybrid working policy means staff may usually work from their home or remote location, and are expected to attend meetings and pay for their own travel to the office in Angel, London when required.



Social committee

Target Ovarian Cancer's social committee organises fun social events creating a sense of togetherness and wellbeing among our valued staff.



Flexible working

Our standard full-time working week is 35 hours. We make every effort to support flexible working requests where possible (we respect people's different working preferences and the need for a healthy work-life balance).

Equal opportunities

Target Ovarian Cancer is committed to the promotion of equal opportunity and does not discriminate against employees for job applications on the basis of race, sexual orientation, religion, colour, sex, age, national origin, disability or any other status or condition protected by applicable law. This policy extends to but is not limited to recruitment, selection, remuneration, benefits, promotion, training, transfer and termination.



How to apply

To apply, please submit a CV and cover letter to jobs@targetovariancancer.org.uk.

Please also complete this [equalities monitoring form](#) and send to equalities@targetovariancancer.org.uk.

The appointment will be subject to a satisfactory DBS check, proof of your right to work and two satisfactory references.

Please submit your application by 23:59 on 4 November 2024.

If you would like to receive a paper copy of the recruitment pack, please call 0207 923 5470 or email jobs@targetovariancancer.org.uk with the address you would like us to post it to.

We want to make our recruitment accessible to all, if there is a way we can support you in your application, please contact us at jobs@targetovariancancer.org.uk.

Target Ovarian Cancer is a company limited by guarantee, registered in England and Wales (No. 6619981).

Registered office: 30 Angel Gate, London, EC1V 2PT. Registered charity numbers 1125038 (England and Wales) and SC042920 (Scotland).

Find out more

 targetovariancancer.org.uk/jobs

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