



**PROSTATE
CANCER UK**

Working here

Project officer – Lifesaving Conversations

You'll support the Awareness Engagement Manager to set up and pilot our new volunteer offer raising awareness of prostate cancer. Lifesaving Conversations empowers people to talk to the men in their lives confidently about Prostate Cancer risk and signpost to our risk checker.

What I do

- Support the project lead to define, document, and successfully deliver the Lifesaving Conversations project
- Support the design of assets and processes prioritising inclusion and accessibility
- Engage volunteers in the project build and delivery as key stakeholders
- Work collaboratively with colleagues in Volunteer Engagement on key processes and the volunteer journey
- Centre the volunteer experience using Investing in Volunteers as a framework
- Create and update content for webpages and other communications
- Facilitate the sharing of learning between the programme users and the charity
- Effectively manage the delivery of coaching sessions for project volunteers
- Maintain accurate records of activity and impact of the programme
- Support evaluation of programme activity
- Assist in maintaining high quality data, ensuring information is gathered and recorded in accordance with the requirements of the General Data Protection Regulation, ICO and Prostate Cancer UK Data Protection Policy
- Deputise for the Awareness Engagement Manager where needed

Who I am

- Experienced in supporting the design and delivery of cross-organisational projects
- Experienced in user involvement, putting customers at the heart of project planning and delivery
- Have a working knowledge of health campaigns and volunteering
- Experienced in data collection and monitoring.
- Have excellent planning and time-management skills
- Have strong communication skills across a range of channels
- Able to develop relationships and work with internal and external stakeholders of all levels
- Have strong digital skills and experience in platforms including Teams, Zoom, and Facebook
- Able to work autonomously, and remotely from line manager
- Able to work irregular hours on occasion and travel across the UK
- Proficient in collaborating with volunteers

How I work

Demonstrating our Working Principles

Our working principles are tools we use to guide our language, decisions and internal relationships on a day-to-day basis. They underpin our brand identity and give us a shared understanding of the way we should all work together.

Direct & Conversational

- State your case – but drop the jargon
- Be available and visible inside, and outside the organisation
- Invite dialogue
- Listen

Bold & Energetic

- Be brave – try new ways to achieve our priorities where it makes sense to do so
- Be inspirational, ambitious and hard working
- Don't hide behind process, use them to help get us where we need to be
- Drive policy development and continuous improvement

Responsive & Supportive

- Understand the needs of the frontline teams and volunteers
- Encourage and create the opportunity for staff and volunteer innovation and input, be open to alternative views, ideas and options
- Do what we say we are going to do; if things change explain why
- Champion cross function team work – break down barriers

Honest & Unembarrassed

- Empower our staff and volunteers to say what they think and enable open and honest 2-way conversations
- Know when to refer/take advice
- Have the difficult conversations
- Celebrate success

Flexible & collaborative

- Partner with others for greater success, share what you know
- Work autonomously to achieve collective and agreed aims
- Hold plans loosely – flex with change
- Travel to, and share, your skills where they are needed

How I work

The practical nuts and bolts

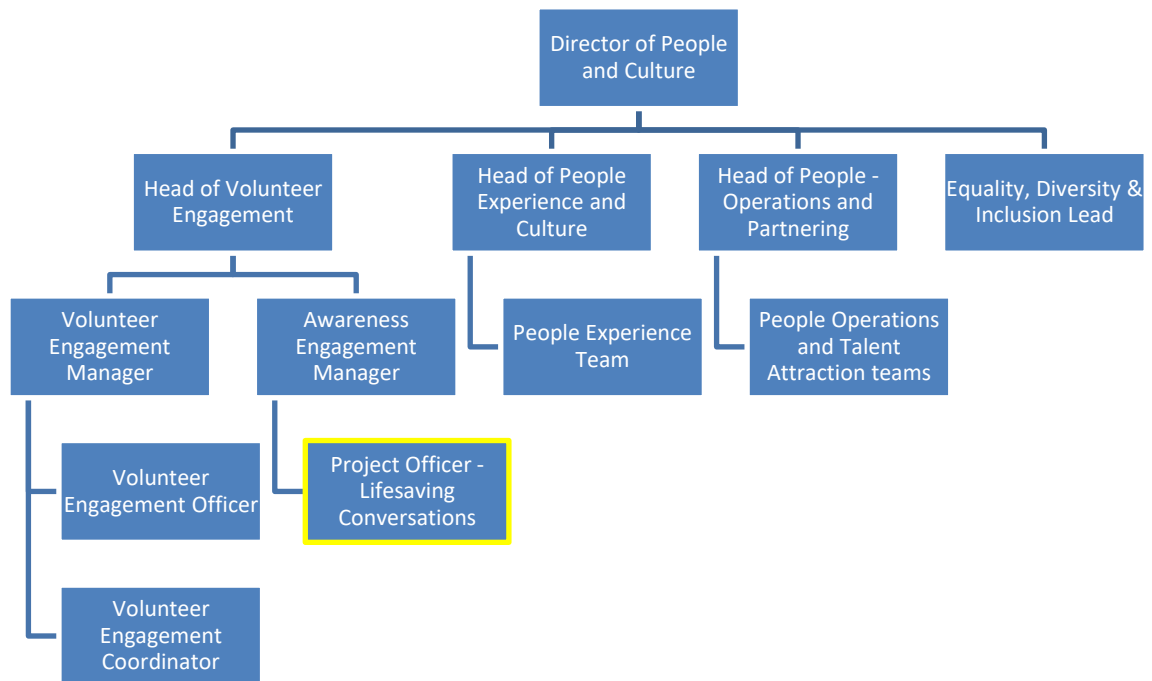
I report to: Awareness Engagement Manager

Contract: Fixed Term – 6 months

Hours: Full time; 37.5 hours per week

Location: Hybrid working with regular travel to our London Bridge Office

Team Structure



How to Apply

To complete your application, you will be asked to upload your CV and complete the supporting information section through our application portal. Please fill in parts one and two of our application for your personal statement, both have an 8000-character limit. You may wish to use a method such as the '[STAR](#)' technique or similar. When completing the statements please ensure you clearly provide a full and relevant example of how the criteria apply.

Part one:

Please address the core/essential 'who I am' skills, experience and competencies required using real examples where possible and tell us in what ways you are a good match for the role.

This provides you with a great opportunity to showcase your knowledge, skills and experiences with the most important aspects of this role which will be used in reviewing and shortlisting applications:

- Experienced in supporting the design and delivery of cross-organisational projects
- Experienced in user involvement, putting customers at the heart of project planning and delivery
- Have a working knowledge of health campaigns and volunteering
- Experienced in data collection and monitoring.

Part two:

Please provide us with any further supporting information that you feel will benefit your application.

You may want to reference the 'how I work' and 'what I do' sections.

This provides you with a great opportunity to further support your application, showcase your understanding of the role and how you feel you will be able to contribute to the success of Prostate Cancer UK.

Apply via our [jobs page](#). If you require any adjustments or assistance, please email hr@prostatecanceruk.org

We look forward to receiving your application!