

# Public health development manager, train the trainer

## **Directorate**

Research, support and influencing

## **Team**

Public health, inclusion and awareness

## **Reporting manager**

Senior programme manager, train the trainer

## **Direct reports**

Public health development officer, train the trainer

## **Our charity**

We're Breast Cancer Now, the research and support charity. We're the place to turn to for anything and everything to do with breast cancer. However you're experiencing breast cancer, we're here.

The brightest minds in breast cancer research are here. Making life-saving research happen in labs across the UK and Ireland. Support services, trustworthy breast cancer information and specialist nurses are here. Ready to support you, whenever you need it. Dedicated campaigners are here. Fighting for the best possible treatment, services and care, for anyone affected by breast cancer.

Why? Because we believe that by 2050, everyone diagnosed with breast cancer will live – and be supported to live well. But to create that future, we need to act now.

## **Overview of the directorate**

The research, support and influencing directorate is responsible for delivering Breast Cancer Now's work, through our research, our award-winning services and our successful campaigning. It brings together our research portfolio, our support services (including our helpline), our team of nurses, our health and patient information, our public health and wellbeing team, and our work on policy and influencing.

The directorate has a central role in making sure we achieve our vision, that by 2050, all those who develop breast cancer will live, and live well, and this cannot be achieved without the support and guidance of our partners, our supporters and those affected by breast cancer.

Thanks to the work of the directorate, we will provide support for those affected by breast cancer today and hope for the future.

## **Job purpose**

To support the senior programme manager, train the trainer, to plan and deliver, as part of Breast Cancer Now's exciting transformational growth plans, the execution and

delivery of a 3-year pilot, train the trainer programme, in defined targeted areas within England and Scotland.

To help drive forward the public health, inclusion, and awareness team's work across the UK, which is to empower patients and the public to play a full role in managing their own risk of getting breast cancer, diagnosing breast cancer earlier and improving their quality of life after a breast cancer diagnosis and treatment, thereby reducing the risk of recurrence.

### **Key tasks and duties**

#### Train the trainer programme

- To be the lead for the development and delivery of the in-person training course of Breast Cancer Now's train the trainer programme, including marketing materials and resource packs for trainees.
- To build on external relationships within the pilot locations, identifying opportunities, agreeing timescales and associated logistics for training delivery.
- Develop effective communication channels to provide ongoing support to trainee's following training and capture outcomes.
- To directly manage the public health development officer.
- To oversee the execution of a small grants fund to support this programme of work.
- To maintain quality standards of programme activity and adhere to procedures ensuring the ongoing monitoring and evaluation of that activity, including gathering data, producing reports and analysing other statistical information as required.
- To maintain records of the in-person training activity and associated programme outcomes, ensuring these are kept accurate and up to date in accordance with organisational and data protection guidelines.
- To advise on aspects of the administration for the project team, including (but not limited to) preparing papers for meetings, processing invoices for suppliers, overseeing contract processes and developing systems to monitor public health activity relating to train the trainer.

#### General

- To be a collaborative and effective member of the team who is prepared to share ideas and find common solutions, and who will present a positive impression of the team and the charity.
- To promote a constructive and sensitive approach to the delivery of the public health, inclusion and awareness team's work.
- To recognise, respect and be an ambassador for equity and inclusion across our work and in your working practices.
- To attend internal and external meetings, and training as required.
- To travel throughout the UK and work outside of normal office hours when required and with notice.

- Adhere to all Breast Cancer Now's policies and procedures.
- Any other duties within the scope and remit of the role, as agreed with your manager.

# Person specification

## Qualifications and experience

It's **essential** for you to have the following:

	Method of assessment	
	Shortlist	Interview
Experience of working with under-represented groups	x	x
Experience of line management and leading a project team	x	x
Experience of working in partnership and maintaining relationships of stakeholders and healthcare professionals	x	x
Experience and knowledge in health promotion/public health	x	x
A track record of developing and delivering training programmes, or public health activities, to different stakeholder groups e.g. staff, communities, education settings and/or health care professionals	x	x
An excellent understanding of the wider determinants of health and health inequalities, the factors that affect people's health related behaviour and a commitment to addressing these inequalities	x	x

It's **desirable** for you to have the following:

	Method of assessment	
	Shortlist	Interview
Experience of working within the charity/voluntary sector (unpaid)	x	
Experience of working in a cancer care environment	x	
Experience of working with teams and stakeholders in different geographical areas		x

## Skills and attributes

It's **essential** for you to have the following:

	Method of assessment	
	Shortlist	Interview
Excellent communication (verbal and written), interpersonal and networking skills and the ability to show tact and discretion particularly when working with under-represented groups	x	x
Excellent organisational and time management skills, including the ability to multi-task effectively i.e., the ability to work on own initiative, prioritise workload,	x	x

manage conflicting priorities and meet tight deadlines		
Excellent IT skills of using MS and database packages, including Outlook, Word and Excel	x	
Ability to understand and apply the principles of behaviour change research to communications and activities	x	x
Ability to work independently as part of a dispersed UK-wide team, and to be adaptable to change		x
Ability to work flexibly and have a willingness to travel throughout the UK and work outside normal office hours when the occasion demands		x

## Knowledge

It's **essential** for you to have the following:

	Method of assessment	
	Shortlist	Interview
Excellent knowledge of working with a diverse range of organisations, communities and other stakeholders		x
Knowledge or experience of UK healthcare systems and the current challenges they face	x	x
Understanding of, and commitment to, current data protection legislation.	x	

# Role information

## Key internal working relationships

You'll work closely with the following:

- Brand, marketing and communications team
- Corporate partnerships team
- Data team
- Digital team
- Internal communications and engagement manager
- Fundraising, communications and engagement directorate
- Nursing, healthcare professional engagement and health information team
- Services team
- Supporter care team
- Impact and evaluation team

## Key external working relationships

You'll work closely with the following:

- A broad range of stakeholders including community groups and organisations in England and Scotland
- Agencies and suppliers
- NHS, community and voluntary organisations

## General information

<b>Role location and our hybrid working model</b>	<p>This role involves significant travel across England (Westminster and Leicester) or Scotland (Glasgow and Lanarkshire). Therefore, you can either be home based or office based at either our London or Glasgow offices if within reasonable commuting distance.</p> <p>If based in our London or Glasgow offices our hybrid working model allows you to work up to 3 days per week at home. The other days will be primarily based in either:</p> <p>Ibex House, 42-47 Minories, London EC3N 1DY (open Monday to Thursday)</p> <p>Robertson House, 152 Bath St, Glasgow G2 4TB (open Wednesday and Thursday)</p>
<b>Hours of work</b>	35 per week, Monday to Friday
<b>Contract type</b>	Fixed term until 31 July 2027

<b>Medical research</b>	We fund medical research of which some may involve the use of animals. Our aim is to save lives and our research using animals is only when there's no alternatives.
<b>Conflict of interests</b>	You'll be obliged to devote your full attention and ability to your paid duties. You shouldn't engage or participate in any other business opportunity, occupation or role (paid or non-paid) within or outside of your contracted hours of work which could impair your ability to act in the best interests or prejudice the interests of the charity or the work undertaken.
<b>Immigration, Asylum and Nationality Act 2006</b>	You shouldn't have any restrictions on your eligibility to indefinitely work or reside in the UK.
<b>Our commitment to equity, diversity and inclusion</b>	We're committed to promoting equity, valuing diversity and creating an inclusive environment – for everyone who works for us, works with us, supports us and who we support.

## How to apply guidance

We hope you choose to apply for this role. In support of your application, you'll be asked to submit your **anonymised** CV which means removing all sensitive personal information such as for example, your name, address, gender, religion and sexual orientation. You're also asked to provide a supporting statement. When doing so please ensure you refer to the essential criteria on the person specification and clearly provide as much information as possible with examples to demonstrate how and where you meet the criteria.

Job description dated September 2024

Find out more about us at  
[breastcancer.org](https://breastcancer.org)

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support charity