



Recruitment Pack

Fenland Community Cancer Champion Project Manager

Who we are and what we do



Established in 1924, Cambridgeshire ACRE is a charity that works alongside the rural communities of Cambridgeshire and Peterborough. We help them take action to make positive changes to their local neighbourhoods.

Whether it's **supporting volunteers** to lead community projects, **bringing local organisations together** to drive meaningful change or **amplifying the voices of our parish and community members**, our charity is deeply embedded in rural community life.

With our support, residents, groups and partners can seize opportunities and realise their aspirations to improve the places, services, facilities and natural environments that are important to them.

Our mission

To inspire, lead and partner with rural communities, enabling local people to create positive, lasting change for themselves.

Our vision

Rural communities across Cambridgeshire and Peterborough where people flourish, connections grow and everyone can thrive.

Our purpose

We exist to empower rural communities. By offering specialist support, facilitating collaboration and championing local voices, we help communities tackle challenges confidently, sustainably and creatively.



Attendees at one of our Cancer Support Hubs participating in an art class



Our values

1. Empowerment

We believe rural communities hold the answers to their own success. Our role is to provide the tools, support and encouragement that enable local people to lead and act.

2. Collaboration

We achieve more together. Through genuine partnerships built on trust and understanding, we work alongside communities and stakeholders, pooling expertise and resources.

3. Integrity

Honesty, openness and accountability are non-negotiable. Communities trust us because we always act independently and ethically, placing their needs above all else.

4. Creativity

Innovation drives us forward. We proactively seek imaginative, effective solutions that address rural challenges sustainably and uniquely.

5. Commitment

Our dedication to rural communities runs deep. We remain proactive, reliable and driven, tirelessly advocating and working for a sustainable, inclusive future for rural Cambridgeshire and Peterborough.

Young people taking part in one of our heritage projects





Message from our Chief Executive

Thank you for your interest in the role of Fenland Community Cancer Champions Project Manager at Cambridgeshire ACRE.

Our rural communities care deeply about the places where they live. Across Cambridgeshire, volunteers, parish councils and community groups are taking action to improve local environments, protect biodiversity, care for watercourses and create greener, more resilient communities. This role offers an exciting opportunity to help turn that passion into practical action.

As an independent rural community development charity, Cambridgeshire ACRE brings people together, develops partnerships and supports communities to lead positive change. We know that environmental improvements are most successful when they are shaped and delivered by local people. Whether that means supporting volunteers, developing community projects or helping partners work together effectively, this role will be at the heart of that work.

This is a rewarding opportunity for someone who is passionate about community engagement and improving health outcomes. You will work with volunteers, partners and local organisations to raise awareness of cancer, strengthen community support networks and ensure the successful delivery of a project that makes a tangible difference to people's lives across Fenland.

At Cambridgeshire ACRE, our staff are critical in making this happen. We are a friendly and supportive team that values your experience, skills and ideas. In return, we provide comprehensive induction, training and the flexibility needed to maintain a healthy work-life balance.

I hope you will explore this information pack further and consider joining us. If you share our passion for supporting communities and creating positive environmental change, we would be delighted to hear from you.

Hayley

Cambridgeshire ACRE's Chief Executive, Hayley Neal



The role at a glance



Hours

14 per week

Salary

In the range of SCP 25 – 29 on the NJC payscale (currently £36,363 - £39,862 per annum for a 35 hour week – 2026/27 pay award pending) plus contributory pension scheme and travel expenses.

Location

Home based with frequent travel across Fenland

Contract length

Fixed term - this post is a temporary maternity cover role and will end on the return of the substantive post holder or cessation of funding (31-Mar-2027), whichever is earlier.

Start date

As soon as possible

Holiday

25 days per year plus bank holidays (pro rata)

Reports to

Head of Business Services

Other workplace benefits

- Working from home allowance
- Flexible working
- Workplace pension scheme including an option for salary sacrifice
- Support and encouragement with personal development





Job purpose and main tasks



Local residents having lunch at one of our Community Hubs

We are seeking an enthusiastic and motivated Fenland Community Cancer Champions Project Manager to join us on a maternity cover basis to help communities improve awareness of cancer and access to support.

Working with volunteers, health and care organisations, community groups and local partners, you will coordinate a project that empowers people with information, promotes wellbeing and helps reduce health inequalities across Fenland.

This role combines project management with community development. You will support staff and volunteers, build strong partnerships, oversee monitoring and reporting, and help deliver activities that make a meaningful difference to people affected by cancer and their families.

Job purpose and main tasks

Continued...



Overall purpose of the job

To co-ordinate the delivery of the Community Cancer Champions project in Fenland, supporting staff, volunteers and partners to improve local awareness of cancer and access to support, while ensuring activity is well-managed, evidenced and aligned with funder requirements.

Main tasks

1. Co-ordinate delivery of the Fenland Community Cancer Champions project, ensuring agreed activities are planned and delivered on time and within budget, with appropriate use of simple project management tools.
2. Provide light-touch line management and support to project staff and volunteers, including regular check-ins, induction of new starters and facilitating monthly team meetings.
3. Maintain effective working relationships with key partners, including health and care organisations and voluntary sector groups, to support referrals, joint working and local awareness of the project.
4. Support and enable Community Cancer Champion volunteers and community groups, providing guidance, information and signposting so they can deliver local awareness and wellbeing activities.
5. Oversee the use of Aide CRM and project monitoring systems, ensuring accurate records of contacts, referrals / activity and compliance with GDPR and organisational policies.
6. Contribute to project monitoring and reporting, including preparing quarterly reports for the funder and sharing key data, learning and case studies with stakeholders.
7. Support project communications, including drafting short articles, case studies and social media content to raise awareness of cancer support and promote volunteer involvement.
8. Contribute to project development and sustainability, including identifying opportunities to strengthen delivery, support funding discussions and input to future proposals where relevant.
9. Attend internal meetings and training as required to support effective delivery and alignment with organisational priorities.



Qualifications, knowledge & experience, and skills & personal qualities needed

Please download the full job description and person specification to read the complete list of qualifications, knowledge & experience, and skills & personal qualities we are looking for in the person who takes on this role. The following provides a high-level summary:

Essential

- Experience of coordinating projects or programmes within a community, health, voluntary or public sector setting.
- Experience of supporting, motivating and working effectively with volunteers.
- Experience of building and maintaining partnerships with a range of organisations and stakeholders.
- Experience of collecting, managing and reporting data to demonstrate outcomes and impact.
- Experience of producing clear written reports, communications or other project documentation.
- Understanding of community-based approaches to improving health and wellbeing.
- Understanding of project planning, monitoring, evaluation and reporting.
- Understanding of data protection, confidentiality and GDPR requirements.
- Strong organisational skills, with the ability to manage competing priorities and deliver work to deadlines.
- Ability to coordinate multiple activities while maintaining oversight of project delivery.
- Excellent interpersonal skills and the ability to build effective working relationships.
- Strong written and verbal communication skills, with the ability to adapt messages for different audiences.
- Ability to analyse information and present data clearly and meaningfully.
- Competent IT skills, including Microsoft Office and digital record-keeping systems.
- Ability to work independently, use initiative and make sound judgements.
- Commitment to equality, diversity and inclusion.
- Sensitivity, professionalism and an ability to maintain appropriate boundaries when working with people affected by health issues.
- Willingness to travel within Cambridgeshire and work occasional evenings or weekends when required.

Desirable

- Experience of working on health, wellbeing, cancer or inequalities-related projects.
- Understanding of barriers to accessing health services and the challenges faced by underserved communities.
- Experience of using a CRM system for contact and activity management.
- Experience of facilitating group discussions, workshops or training sessions.
- Experience of developing resources such as guidance notes, presentations or toolkits.
- Understanding of rural communities and the challenges they can face in accessing services.
- Experience of supporting funding applications, project development or sustainability planning.



ees at a Community Hub trying
curling

How to apply



Thank you for your interest in this role and joining Cambridgeshire ACRE. We are an equal opportunities employer and welcome applications from every part of the community.

If you would like to talk to someone about this role before you apply, please contact Alison Brown, Head of Business Services via alison.brown@camsacre.org.uk

To apply, please submit a CV and supporting statement (ideally maximum 2 sides of A4 each) that clearly outlines your suitability for the role against the criteria provided in the person specification, including your interest and motivation in applying for this position.

Please ensure that your application is emailed to alison.brown@camsacre.org.uk inserting **“Cambridgeshire ACRE – Fenland Community Cancer Champion Project Manager”** into the subject field.

Use of AI

We understand the value of AI tools and especially recognise their benefit for people who may need help with their writing. However, we have had to reject a number of applications for roles where AI was used to write CVs and supporting statements that were completely unsuitable and too generic to understand.

Please use your own words, experience and ideas to give us the best chance of understanding your application.



Selection process

The **closing date** for receipt of applications for this role is **8am on 20 July 2026**.

All applications received by this deadline will be shortlisted by a panel against the criteria set for the role.

Applicants who are successful in reaching the shortlist will be invited to interview on **5 August 2026**. Please note that our normal practice is now to share interview questions in advance of interview with successful candidates.

We ask that you hold this date in your diary until you are informed of the outcome of your application.

Equal Opportunities Monitoring

Cambridgeshire ACRE is committed to promoting equality and diversity. To help us raise awareness and support a culture that is diverse and recognises and develops the potential of all, we need to appreciate the profile of candidates who apply for positions. We will send you an equality monitoring survey at the point of receiving your application. This ensures that our recruitment process is inclusive and equitable and provides us with important data to help us showcase our impact.

The information you provide will be treated confidentially and anonymously and will help us to support our commitment to fair recruitment practice. All information provided will be held in the strictest confidence and will not be shared with anyone, in line with the Data Protection Act 2018. The information provided does not form part of the decision-making process and will not affect your application.



Volunteers at one of our Community Hubs



Hear from our staff

Don't just take our word for it. Here, Rachael, our Senior Community Development Officer, explains why you should consider working for Cambridgeshire ACRE.

1. What attracted you to apply for a job at Cambridgeshire ACRE?

The job I applied for combined two of my skills - gardening and teaching. Cambridgeshire ACRE supported me to get back into the world of work after taking 10 years out to raise a family.

2. What are the aspect of your job that you enjoy most?

I get huge enjoyment out of working with people. It is great being able to give somebody the information and support they need to enable them to achieve something in their community. I love working with volunteers – I am always amazed at their generosity of spirit, and they make me laugh in so many ways. There are great people out there and this job helps you to connect with them. I feel I am trusted to manage the development and delivery of work programmes and like finding interesting and creative ways to solve the challenges this presents.

3. What opportunities have there been for you to develop your skills and experience whilst working for the organisation?

Cambridgeshire ACRE gives me such a wide variety of work that my knowledge, skills and experience are constantly growing.

I am supported to develop missing skills and identify training needs. I have received a wide range of training including community development theory, film making, volunteer management and use of social media. Staff are always happy to share their skills and experience. It is a friendly place to work.

4. Why would you recommend that people apply for a job at Cambridgeshire ACRE?

Working at Cambridgeshire ACRE will give you a rewarding job; friendly & supportive colleagues and a flexible working life.

Cambridgeshire ACRE Senior Community Development Officer, Rachael





Hear from our staff

Don't just take our word for it. Here, Lisa, our Community Development Officer, explains why you should consider working for Cambridgeshire ACRE.

1. What attracted you to apply for a job at Cambridgeshire ACRE?

I was looking for a job where I could work closely with communities, Cambridgeshire ACRE has a long and trusted history of working effectively with parishes, local charities and community groups. They are well-known and respected in the voluntary sector.

2. What are the aspect of your job that you enjoy most?

My work is varied and I enjoy being involved in several different projects at a time. At the root of all our work is being able to help and support communities and families which gives me a great deal of satisfaction. Community development has taught me you need to be adaptable to any situation; no two communities are alike and you need to be able to respond positively and proactively to get the very best out of people.

3. What opportunities have there been for you to develop your skills and experience whilst working for the organisation?

I have been able to increase my skill level and knowledge by working across different community development projects. This has been enhanced by attending training events, as well as self-directed learning. The annual performance review process allows time to reflect and set new challenges, so you continue to grow in your role.

4. Why would you recommend that people apply for a job at Cambridgeshire ACRE?

Applying for a job with Cambridgeshire ACRE is a great opportunity to work for an organisation committed to rural community development enabling you to directly make a difference in people's lives. The Charity is well respected in the voluntary sector and has a long history of supporting communities. I have found the organisation to be a very responsive employer that has supported me to grow and improve in my role.



Cambridgeshire ACRE Community Development Officer, Lisa



Get in touch

e-space North, 181 Wisbech Road, Littleport, Ely, CB6 1RA

01353 860850

www.cambsacre.org.uk

enquiries@cambsacre.org.uk

@cambsacre

Cambridgeshire ACRE is a Registered Charity No. 1074032 and a Company Limited by Guarantee No. 03690881



Attendees at one of our community events