

Development Worker

Fixed term to 31st March 2023

35 Hours per week (Full Time)

25 days holiday + 5 Company days per annum

NJC Point 23: £28,226

7% pension contribution (with 1% contribution by employee)

JOB DESCRIPTION

Main Purpose

To lead on developing the activity of Greater Manchester Answer Cancer Champions, support Organisational Answer Cancer Champions and deliver community engagement initiatives, including outreach and awareness raising sessions.

This work will support the delivery of Answer Cancer, the Greater Manchester Screening and Engagement Programme and support the Programme's Vision and Aims**.

Reporting Responsibility

The post holder will report to and be managed by VSNW's Chief Executive.

Principal Duties

1. Drive recruitment and retention of highly active GM Lead Answer Cancer Champions through a number of activities including
 - Recruit Cancer Champions via VCSE partners, events and activities
 - Activating existing Cancer Champions
 - Delivering community engagement events
 - Holding stalls at community and cultural events
 - Online campaigns and outreach
2. Support a group of Lead Answer Cancer Champions who will:
 - Share messages with their networks and communities
 - Recruit Answer Cancer Champions

- Deliver Engagement, Outreach and Awareness raising sessions
 - Develop their own initiatives to drive screening uptake in their own community
3. Create and manage formal volunteering opportunities for Lead Answer Cancer Champions with:
 - Answer Cancer Delivery Partners, and
 - Organisational Champions
 4. Develop and deliver community engagement initiatives with the GM VCSE Sector, specifically targeting Carers, Disability Groups, Ethnic Minority Groups, Mental Health Groups, Men's groups and LGBT Networks, to raise awareness of cancer screening programmes and encourage uptake.
 - Work with the Answer Cancer Engagement Manager one day per week in order to deliver community engagement initiatives, including outreach & awareness raising sessions
 - Develop mechanisms and deliver training and support for Cancer Champions (individual and organisational) to drive screening uptake.
 5. Assist in the development and delivery of innovative cancer awareness campaigns which increase access to cancer screening
 - In collaboration with other members of the Answer Cancer Engagement and Delivery team, initiate and run local awareness campaigns as a means of reducing stigma and improving access to cancer screening programmes
 6. Support and drive streamlined Organisational and individual sign up processes.
 - Individuals: ensure effective, accessible online and paper sign up
 - Organisational (VCSE, public and private sectors): This should include Carers networks, LGBT groups, Disability Groups, Mental Health Groups and Ethnic Minority groups/networks.
 - Meet Organisational and individual Cancer Champion recruitment targets
 7. Support and work in partnership with VSNW's Organisational Champion Lead in order to:
 - Effectively coordinate relationship management with organisational champions
 - Support organisational champions to develop Lead Answer Cancer Champions
 - Support creation of volunteering opportunities with Organisational Champions
 8. Working with VSNW Communications Officer to capture and record Cancer Champion stories including
 - Photographs for online output including Facebook, Instagram and Twitter platforms.
 - Gathering quotes to be used online and in publications such as VSNW's and Answer Cancer's annual reports.
 - Creating opportunities with Champions to generate Social media Content
 - Using database to keep records up to date and GDPR compliant
 9. Identifying and collating case studies that demonstrate:

- Effective engagement with Cancer Champions' aims and actions
- Good practice examples of VCSE, Health and Statutory sector partnerships
- Innovative community mobilisation
- Examples of patient journeys from community contact to screening action

10. Collect and collate information on project activities, to enable complete and accurate completion of progress reports to commissioners and sharable content for our audiences.

General

1. To promote and uphold the values of VSNW at all times.
2. To continuously develop and share knowledge within key partnerships and the VSNW team.
3. At all times to take account of equal opportunities considerations when working with the VCSE; paying particular attention to the needs and perspectives of groups and communities who are marginalised or excluded from participation in subregional governance.
4. To be a co-operative and supportive member of the VSNW staff team, ensuring that all members are aware of any issues in the post holder's workload which may impact on other staff or partners
5. To listen to and engage North West VCSE partners to be active members of VSNW.
6. To produce reports for the VSNW Board of Trustees as required.
7. To observe all policies and procedures that are determined by VSNW's Board of Trustees, e.g. Health & Safety, New Technology.
8. To undertake regular supervision with your line manager and to keep her or him informed of significant developments in the progress of work.
9. To undertake such tasks as may be reasonably requested by the Chief Executive of VSNW to further the objects of the organisation in alignment with its values

Warren Escadale
Chief Executive
March 2022

**** ANSWER CANCER VISION and PROGRAMME AIMS**

The Partnership's programme aim is to develop a VCSE-led programme to reduce the incidence of cancers by finding new ways to engage, mobilise and work with Greater Manchester's communities, especially those with low screening take up. Central to this delivery will be the partnership's relationship with key VCSE networks e.g. 10GM, GM BME Cancer Partnership and organisations signed up as GM Cancer Champions.

This is a VCSE-led Programme that builds on the successes of GM's Cancer Champion Programme, which was established as one of the GM VCSE Devolution Reference Group's core mechanisms to deliver its vision: "to eradicate inequality in a generation's time". As such, this programme is part of an ongoing project to explore how...

- (a) the VCSE sector can improve the lives of our citizens and communities,
- (b) to develop effective and innovative VCSE service delivery models in partnership with our public sector partners,
- (c) to empower VCSE groups and enhance their capacity and voice whenever possible, and
- (d) engage and enable communities to take charge.

This vision is at the heart of our partnership and delivery models and serves as the core principle in our work together. This vision serves as an underpinning principle in order to aid delivery partners and staff in their actions and decisions.

Development Worker

PERSON SPECIFICATION

* = Essential criteria

Experience in/of:

- *A minimum of two years' experience of community development or work in a community or neighbourhood setting (paid or unpaid)
- * Experience of working with people from ethnic minority backgrounds and marginalised/vulnerable/disadvantaged groups
- *Experience of working with carers, disability groups, LGBT groups, men's groups and mental health groups and networks
- *Experience of developing successful partnerships with voluntary and statutory agencies
- Experience of providing training to a broad range of participants
- Experience of delivering key health promotion messages
- Experience of managing or supporting volunteers
- *Experience of networking and collaborative multi-agency work
- *Broad experience and understanding of VCSE sector; knowledge of ethos and values of the voluntary sector.

Skills, knowledge and abilities

- *A commitment to promoting equality, diversity and inclusion*
- *Knowledge and understanding of health promotion techniques*
- *Understanding of how to drive change and mobilise effective community action
- *Ability to engage and motivate individuals and groups in terms of behaviour change*
- *Creative and innovative.
- *Highly organised and methodical.
- Competent trainer
- *Excellent written and verbal communication skills
- *IT proficient (in particular Outlook, social media and Word).
- *Ability to work independently, be self-motivated and use own initiative
- Driver's license and access to vehicle
- Professional qualification and/or membership of relevant professional body

Other requirements

- *Commitment to development work that empowers participants and communities.
- *Commitment to working collaboratively with VSNW team members and partners
- *Willingness to travel widely across the North West region. The majority of travel is expected to be Greater Manchester.

- *Adherence to VSNW's Equal Opportunities Policy.