

Job Profile: Cancer Information Officer

Job Title: Cancer Information Officer (Brent)

Location: Remote, with travel to community sites, and healthcare facilities

Reports to: CEO

Hours: Full-time 37.5 P/W

Salary: upto £27k per annum, depending on experience

Contract: 18 months with the possibility of an extension

This post holder is required to have an enhanced DBS check and to subscribe to the DBS update service.

Purpose of the Role:

Cancer Black Care (CBC) is dedicated to delivering a high-quality, patient-centred service to residents in Brent. The primary aim of this role is to ensure that individuals affected by cancer, including service users, carers, family members, and friends, receive comprehensive, accessible, and culturally sensitive support. Our services are free of charge and specifically tailored to meet the diverse needs of BAME (Black, Asian, and Minority Ethnic) residents, helping them cope effectively with the challenges that cancer brings to their lives.

As a Cancer Information Officer, you will be responsible for providing essential cancer-related information, guidance, and support to individuals and communities within Brent. You will play a pivotal role in raising awareness about cancer, delivering key information on prevention, screening, treatment, and support services. The work will be particularly focused on addressing the unique needs of the Black and minority ethnic communities that CBC serves.

In this role, your accountabilities and responsibilities are...

- Raise awareness of cancers
- Address the culturally diverse and emotional needs of people affected by cancer in the BAME community by providing culturally sensitive information, advice, and support.
- Provide culturally appropriate and relevant information on all aspects of cancer care, ensuring that the unique needs of BAME individuals are met.
- Offer essential advocacy and support services.
- Influence the provision of health and social care services.
- Work in partnership with other cancer organisations.
- Deliver up-to-date, accurate information and advice to your client group, ensuring that they receive timely and relevant guidance about cancer care.
- Identify, locate, and coordinate counselling services for cancer patients and their families in Brent.
- Conduct community outreach.
- Assist with accessing financial support.
- Facilitate self-help and support groups.
- Amplify the voice of seldom-heard groups.
- Represent CBC at external meetings.
- Pursue continuous learning.
- Share knowledge and experience with peers.

Record-Keeping and Reporting

- Collection, analysis, and maintenance of accurate records of interactions with service users and community outreach activities.
- Produce regular monthly reports on service usage, outreach efforts, and key outcomes for review by senior management, trustees and funders.
- Ensure confidentiality and data protection standards are adhered to at all times.

Additional Responsibilities:

- The postholder may be required to undertake additional duties or responsibilities not specified in this job description but which are within the scope and spirit of the role and necessary to meet the needs of CBC.

To do this role, you will have...

- Experience building strong, collaborative stakeholder relationships with people from all backgrounds.
- Excellent communication and interpersonal skills.
- Experience working with communities preferred.
- Experience working with groups, individuals and /or volunteers in a range of settings (health/ social care/ community).
- Experience of influencing or bringing about change.
- Experience of planning, organising, collaborating, and facilitating events.
- Experience of developing partnerships and working across different organisations.
- Experience of leading or managing projects.
- Understanding of health and social care systems, health inequalities, the wider determinants of health and personalised care.
- Ambitious and innovative in your thinking.
- You will be adaptable, well-organised and able to manage your own workload and competing priorities.

In this role, you will work with different people and teams, e.g.

- People living with and affected by cancer from Brent
- Macmillan Cancer Care
- Prostate Cancer UK
- GP Practices
- Central Middlesex, Northwick Park & Mount Vernon Hospitals
- Integrated Care Partners
- Statutory Community Services

Person Specification:

Essential:

- Strong knowledge of cancer-related issues, including prevention, early detection, treatment, and support.
- Experience working in a healthcare, community health, or public health setting.
- Excellent communication and interpersonal skills, with the ability to explain complex medical information in an accessible and empathetic way.
- Cultural awareness and sensitivity to the needs of Black and minority ethnic communities.
- Strong organisational skills with the ability to manage multiple tasks and priorities effectively.
- IT literate and competent in using MS Office packages (Word, Excel, PowerPoint, Outlook, Internet and data entry)
- Ability to work independently and as part of a team.

Desirable:

- Experience in community outreach and working within the voluntary or charity sector.
- Knowledge of local health services and cancer care pathways in Brent.
- Experience in delivering health promotion activities or educational workshops.

Benefits:

- 25 days holiday plus UK bank holidays
- Ongoing training and professional development opportunities.
- Pension scheme

Apply now to join CBC and make a meaningful impact in Brent's communities.

How to apply:

Please email: p.campbell@cancerblackcare.org.uk a CV and a supporting statement that addresses the following 3 questions (no more than 2 pages)

1. How would you approach starting a new group for cancer patients and caregivers, what issues can you foresee, and what strategies would you use to overcome any challenges?
2. How would you approach raising cancer awareness in diverse BAME communities, particularly addressing cultural sensitivities and health inequalities?
3. Describe how you have successfully worked in partnership and maintained strong connections with external stakeholders?

Please note, we will not shortlist candidates who do not include both CV and question responses.

Application deadline: November the 8th 12noon

Interview dates: W/C 11th of November