

Widnes & Runcorn Cancer Support Group

Tel: 0151 423 5730



Centre Co-ordinator

Are you a people person?

Are you passionate about supporting people who have been affected by cancer?

We are looking to recruit a paid member of staff to join our team at Widnes & Runcorn Cancer Support Group. We have supported people from the Halton area who have been affected by cancer for many years. We are a community based organisation which is a registered charity and company limited by guarantee.

We have great pride in our service and in our position within the Halton community. We would like to welcome a compassionate, empathetic and organised individual to be an important part of carrying out our mission: *'To provide a community based welcoming environment where emotional and psychological support is available for people from Halton who have been touched by cancer'*.

If this sounds like you, please read on and get in touch for an application pack.

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VACANCY - Centre Co-ordinator

Widnes & Runcorn Cancer Support Group has a vacancy for a Centre Co-ordinator. This is a paid role based at their Widnes Centre and working occasionally across Halton.

The vacancy is for 16.5 hours per week, initially for one year with a view to being extended dependant on funding. Hours of work will be flexible in-line with organisational requirements yet regular days will usually be Monday 14:45 – 19:15. Wednesday 9:45 – 15:15 and Thursday 9:45 – 15:15. Flexibility within the staff team to ensure cover during operational hours is essential. There will also be occasional attendance at fundraising events and activities during evenings and weekends.

The opportunity offers pro rata remuneration at NJC Grade 5 spine point 22, £20,661 (Pro rata yearly salary is £9,150, monthly £762 before deductions). Employment includes a work place pension scheme.

The role offers pro rata of 28 days Annual Leave including a pro-rata share of 8 Bank Holidays.

Please find the specifications for the role below. You will see that we are seeking quite a wide range of skills and experience. Please outline why you think you are a suitable applicant for this role in a covering letter. You will have the opportunity to give full details and reasons in your application form. Please complete your application form by typing the details into the template. Further pages can be added if required. Covering letters can be either hand written or typed. Completed application packs can be emailed or handed in at The Centre during core opening hours 10am-3pm Monday to Friday and 5pm-7pm on Mondays.

If you need further information please don't hesitate to contact me by email or phone.

My contact details are:

Email: nicola.donoghue@widnesandruncorncancersupport.org.uk

Phone: 0151 423 5730

The closing date for receipt of applications is mid-day on **Monday 18th February**. Interviews will be held late February/early March 2019. We are hoping to appoint and begin employment during April 2019.

Good luck with your application. We look forward to hearing from you.

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Job Description & Role Requirements 2019

Organisational objectives:

- Ensure that people living with Cancer, their carers and families throughout the Borough of Halton, have access to high quality Cancer Support services at the Centre and at outreach venues.

Main tasks:

- **The key element of this role is to be able to provide empathetic listening support to service users.**
- Ensure a warm welcome and hospitality is offered to anyone who comes into the Centre.
- Promote and offer the services of the Centre and other local support services where appropriate.
- Ensure staff and volunteer cover is available during opening times and at outreach venues and activities.
- Support and co-ordinate the volunteer team, organising cover, identifying training and support needs.
- Oversee daily running of the Centre ensuring the facilities, rooms and overall standards are maintained; sourcing repairs and necessary work when required.
- Provide guidance, support and sometimes work tasks to administrative colleagues
- Facilitate peer support groups.
- Organise, promote and support outings, events and projects.
- Work within the context of Widnes & Runcorn Cancer Support Group's Mission Statement and agreed Policies & Procedures with particular reference

to: Equal Opportunities, Health & Safety, Safeguarding, Lone Working, Volunteer policies & procedures and Confidentiality.

- Understand the need to and commit to working in a flexible and mutually supportive way as a member of the paid staff team in order to prioritise the requirements of the service users and partners of the Widnes & Runcorn Cancer Support Group.
- Complete a variety of administration tasks, reports, letters and keep accurate records including service-utilisation, monitoring and evaluation.
- Take responsibility for own development needs and be positively proactive in seeking and asking for relevant support.
- Prioritise own workload to ensure smooth running of the Centre whilst always putting needs of clients before paperwork.

It is the nature of the work of Widnes & Runcorn Cancer Support Group that tasks and responsibilities are in many circumstances, unpredictable and varied.

All employees are therefore required to work in a flexible way when the occasion arises, so that tasks not specifically covered in the job description are undertaken. These additional duties will normally be compatible with the skills and responsibility of the existing work and will be reviewed regularly.

You will be responsible to:
Operations Manager

You will be accountable to:
The Board of Trustees of Widnes & Runcorn Cancer Support Group

PERSON SPECIFICATION

Essential	Desirable
Excellent listening skills	Listening training and accreditation
Excellent people skills - love people and working/being with them	Previous voluntary sector experience in a people focused environment
Good administrative skills & experience	Wide ranging experience of creating reports and giving feedback in different formats
Good I.T. skills, including Microsoft Office software	Experienced at using Microsoft Office 365
Must be a team player	Experience of both leading a team and group participation
Proactive and appropriately assertive with the ability to work under minimum supervision	Experience of networking and working in partnership and collaboration with other organisations
Flexibility to work unsocial and irregular hours on occasion to support the needs of the Centre	
A flexible 'can do' approach with regards to juggling workload and responding appropriately to service users and volunteers	
Ability to work sensitively and confidentially with a clear ethical position with a wide range of people	
Full driving licence and access to vehicle for work use. Insurance must be appropriate for work use. Travel expenses will be reimbursed (the current rate in 2019 is 45 pence per mile)	