



Macmillan Community Development Worker - Hastings Macmillan Cancer Support Champions Project

Job description – April 2024

Responsible to: Macmillan Project Manager – Hastings Macmillan ABCD Engagement Project

Location: Jackson Hall, Portland Place, Hastings, TN34 1QN

Hours: 30 per week

Salary: Starting at NJC new scale point 23 (currently £32,076) rising to scale point 25 (subject to performance)

Duration: Fixed term 3 years (subject to funding)

Holidays: 27 days plus bank holidays (pro rata)

Pensions: HVA will match up to 7% of salary in a NEST pension scheme.

OVERALL PURPOSE OF JOB

The purpose of the role of Macmillan Community Development Worker (CDW), for this project, is to support the Macmillan Project Manager to establish and embed a programme of engagement activity, delivered in conjunction with Macmillan Cancer Support. The programme of activity will be based on the methodology and practice of an 'Asset Based Community Development' approach, which maximises and builds on the wealth of assets that already exist.

This activity will mobilise collaborative action between:

Individuals who have received a cancer diagnosis but who are less likely to avail themselves of support, proactively self-manage their condition or access other opportunities to enhance their health and wellbeing; and Information and Support services which offer direct support to those living with cancer or provide services relevant to those living with a long term health condition such as employment, housing and benefits advice.

Practical delivery will consist of:-

The recruitment, training and support of 30 community members drawn from a variety of backgrounds including local leaders, those with lived experience and 'influencers' to enable individuals reflect, be aware of and access local support provision both condition specific support and beyond.

- The recruitment training and support of 5 additional champions within key community anchor buildings such as community centres or information hubs to maximise reach and impact.
- A training programme consisting of condition specific training skills development in approaches to engagement and conversational techniques (MECC Level 2), Mental Health awareness training (with an emphasis on Mental Health for those with long term health conditions), safeguarding and maintaining appropriate boundaries.
- A learning and support programme to embed and contextualise experience, and share/promote good practice and learnt techniques.

By the end of this project, the aim will be for the project to be in a position where it is able to continue its mission into the future. To support this, the project will need to develop a sustainable model. The project will also need to be known by senior leaders in Hastings and St Leonards, seen as a crucial element in improving health outcomes for people affected by cancer and act as a resource to share learning and good practice.

Main Tasks

Community Engagement

- With the support of the Macmillan project manager, deliver and evaluate community engagement activities which promote the project in our priority areas and population groups the opportunity to get involved in its work.
- Seek out and support community ‘connectors’ who can act as role models in supporting health and wellbeing in their community, the objectives of the programme and inspire others to engage with the project.
- Capture the learning and “tools” based on the initial activity and develop these for wider use.

Learning and development

- Support participants and other interested parties to access local learning and development opportunities which will help them contribute effectively.
- Be involved in the delivery of learning and development sessions as appropriate and required.
- Monitor and evaluate learning and development sessions.

Collaborative working

- Through outreach and on-going liaison, support the Macmillan project manager in identifying and developing partnerships with key statutory services, voluntary organisations and community groups within Hastings and St Leonards that can offer opportunities for collaboration.
- Actively pursue good working relationships with residents, community groups, voluntary organisations and statutory services within Hastings and St Leonards.
- Support facilitation forums/workshops which bring together residents, community groups, voluntary organisations and statutory services to work collaboratively with each other on various pieces of work.
- Work with the Macmillan project manager to identify and roll out a mechanism which enables those unable to attend forums/workshops to contribute.
- Identify and participate in Hastings and St Leonards network meetings relevant to this project.

Informing and reporting

- Make comprehensive and accessible information about the project available to potential participants in our priority areas and population groups.
- Support the project manager in monitoring and evaluating work undertaken.
- Attend project steering group and/or review meetings.
- Contribute to written and statistical reports, as required, to HVA management and the project steering group.

Management reporting:

- Keep accurate records, update databases and assist the project manager in the preparation of project plan updates.
- Maintain administrative and recording systems.
- Work with the project manager to ensure activities are delivered, safely, on time, to target and within prescribed budgets
- Collaborate and contribute to the development of opportunities to extend the scope lifetime of the project as appropriate

Other:

- The varied nature of the role requires flexibility to undertake other appropriate and relevant duties as they occur.
- Attend training/development programmes and staff meetings/briefings.
- Work collaboratively as part of HVA's staff team towards the aims and objectives of the organisation.
- Carry out responsibilities and duties within the framework of HVA's policies, including HVA's Equal Opportunities and HVA's Health and Safety Policy.
- Undertake any other duties as required which are in line with the post.

EQUAL OPPORTUNITIES

HVA is an equal opportunities employer and has policies relating to the equality of opportunity in employment and service delivery. All staff are expected to comply with these policies. HVA is also proud to be recognised as an "Age Friendly" Employer.

HEALTH AND SAFETY

All staff have responsibility to maintain the health and safety of themselves and others within the performance of their duties in accordance with HVA health and safety policies and to undertake specific health and safety responsibilities as necessary.

This job description will be reviewed from time to time or as necessary and may be amended to meet the changing needs of the organisation. It will also be used as the basis for the determination of objectives and the content is subject to annual review.

Person Specification

Essential skills and abilities

- Excellent spoken and written communication skills including report writing
- Able to manage a budget and plan activities within the budget
- Strong organisational and workload management skills
- Able to facilitate meetings and workshops
- Excellent Microsoft Office skills
- Attention to detail
- Ability to immerse self in a community, build relationships and work closely with people to identify need
- The ability to create and market a needs-based and inspiring programme of activities for project participants, building on existing services
- Able to inspire, motivate and encourage communities to engage in a range of community development activities
- Good time management and self-organisation skills.
- Approachable and able to work with a range of people, professionals and hard to reach groups.

Essential personal qualities:

- A commitment to community involvement and support
- Sensitive and able to listen effectively
- Personal commitment to implementing good anti-discriminatory practice
- Understanding of and personal commitment to community empowerment and health.
- Understanding of the dynamics of community development and change
- Ability to remain positive, enthusiastic and creative under pressure
- Ability to influence a broad range of community members.

Essential Experience

- Experience of working with communities and working independently
- Experience of delivering information, advice, guidance or services to members of the community
Experience of writing risk assessments and ensuring activities are well managed
- Experience of supporting volunteers

Desirable Experience:

- Experience of developing, delivering and evaluating services/initiatives in the community
- Experience of co-production and community consultation, particularly with those who we traditionally find it hard to get involved
- Experience of working in a health and wellbeing programme, service or initiative

Desirable Knowledge:

- Knowledge of the local area, its communities and services

Desirable qualifications:

- Professional qualification in community development or otherwise related topic
- Evidence of maintaining skills and knowledge base post qualification

Circumstances:

- Undergo enhanced DBS checks as required.