



Macmillan Project Manager Hastings Macmillan Cancer Support Champions Project

Job description – April 2024

Responsible to:	Director of HVA
Location:	Jackson Hall, Portland Place, Hastings, TN34 1QN
Hours:	30hrs per week
Salary:	Starting at NJC new scale point 26 (currently £34,834) rising to scale point 28 (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 the Macmillan Project Manager (PM), for this project, is to lead on working with local communities, services and groups 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 services; 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 and act as a resource to share learning and good practice.

The role will be supported in the planning and delivery of this project by a full-time Macmillan Community Development Worker.

MAIN TASKS

Engagement

- Develop and implement a community engagement and communication plan, which describes the delivery and evaluation of activities within the overall project plan

Learning and development

- Develop a learning and development programme which signposts to a range of local opportunities that will enable participants to contribute effectively.
- Lead on the delivery of learning and development sessions as appropriate.
- Oversee monitoring and evaluation of learning and development sessions.

Collaborative working

- Identify, develop and maintain 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.

- Develop, coordinate and facilitate forums/workshops which bring together residents, community groups, voluntary organisations and statutory services to work collaboratively with each other on various pieces of work for this project.
- Lead on identification and roll out of 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

- Ensure that comprehensive and accessible information about the project is available to residents in our priority areas and population groups
- Lead on monitoring and evaluation of local work undertaken.
- Support project steering group meetings and provide project updates
- Provide written and statistical reports, as required, to HVA management and the project steering group.

Management reporting:

- Agree and manage budgets associated with this project
- Review and update existing project plan, and provide regular updates against plan
- Provide line management support to Macmillan Community Development Worker, including regular supervision, absence management etc.
- Set up appropriate administrative and recording systems.
- Ensure activities are delivered, safely, on time, to target and within prescribed budgets
- Identify and explore opportunities to enhance or extend activity

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. We are also nationally recognised as a Carer Friendly Employer and welcome applications and offer flexibilities. 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 and deliver 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 participants, building on existing services
- 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 the promotion of positive approaches to health and wellbeing
- 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 partners and community members.

Essential Experience

- Experience of working with communities and working independently
- Experience of managing projects / programmes ideally using ABCD methodology
- 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 co-production and community consultation with communities in East Sussex, particularly with those who we traditionally find it hard to get involved
- Experience of supporting volunteers
- Experience of line management

Desirable Experience:

- Experience of developing, delivering and evaluating services/initiatives in the community
- Experience of working in a complex environment with a range of different partner agencies
- Experience of working in a health and wellbeing programme, service or initiative.

Desirable Knowledge:

- Knowledge of the local area, its communities and services
- Knowledge of the issues faced by those with long term health conditions

Desirable qualifications:

- Professional qualification in project management
- 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.