** North Highland Cancer Information and Support Centre**

**5a High Street**

**Thurso**

**Caithness**

**KW14 8AG**

**North Highland Cancer Information and Support Centre (NHCISC) – Macmillan Volunteer Coordinator - Vacancy**

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| **Job title:** | Macmillan Volunteer Coordinator (MVC) |
| **Employer:** | North Highland Cancer Information and Support Centre |
| **Location:** | Thurso, Caithness. |
| **Contract:** | Initial contract 23 months (extendable to 3 years) |
| **Salary:** | £18.6k per annum (plus expenses) |
| **Hours of work:** | 21.5 hours |
| **Reporting to:** | NHCISC Chair, Trustees and Macmillan Cancer Support |

**Overview**

The NHCISC provides emotional support (non-medical) to those affected by cancer in the Caithness and Sutherland area of Highland. The NHCISC is a small independent charity that has been run by a hardworking and dedicated team of volunteers since 2008. The volunteers are trained in ‘Listening and Responding’, a service which is free and confidential. The centre offers a friendly meeting place with refreshments, therapies and a men’s group. There is also an information corner providing information on most types of cancer.

**General**

The Macmillan Volunteer Coordinator (MVC) will be responsible for developing the roles and number of volunteers at the NHCISC. The appointed person will be responsible to the Macmillan Health and Wellbeing Manager (MHWM) and the NHCISC Trustees for the development of the post. The MVC must be a team player and demonstrate this by listening and motivating others and sharing information where appropriate. Good communication skills and an empathetic manner are key attributes for the appointment.

**Main Objectives of Post**

**General.** The MVC will be accountable to the Macmillan Health and Wellbeing Manager (MHWM) and shall work closely with the other member of staff. However, the primary focus of the appointment will be to improve cancer support to a wider group of people that are living with cancer. There may be an opportunity to develop this into a permanent (part-time) post alongside the MHWM.

**Recruitment and Job Specification**. In order to achieve the ambitions of the Centre, the successful candidate needs to have specific skill sets. The following bullet points outlines what some of these requirements are:

As the MVC, you will:

* Have good administrative skills and willing to deputise for the MHWM during periods of absence.
* Be a team player by working closely with the other staff, trustees, volunteers and members.
* Share information (plans and progress) to different stakeholders.
* Have a good working knowledge of MS Office and similar software packages.
* Establish a system of communications that provides relevant information to all the NHCISC community (and potential members). This work will be supported by the Macmillan Project / Programme Officer.
* Have the confidence to engage with others in a friendly, sociable and empathetic manner by demonstrating a discreet, sympathetic and compassionate manner with respect for confidentiality.
* Create positive links with other agencies to help develop cancer support services in the area including: Macmillan Cancer Support, (Caithness) Cancer Support Worker, Macmillan nurses, GP practices, Maggie’s Inverness and CLAN Aberdeen.
* A key objective is delivering the Volunteer Friendly Award scheme for Volunteers.
* Recruit more volunteers to develop additional support services to those living with cancer.
* Undertake and deliver training as required; this includes first aid.
* Be subject to a Disclosure Scotland, Protecting of Vulnerable Groups security check prior to employment.
* Undertake specific projects throughout the year as agreed by the MHWM and NHCISC Trustees.
* The successful candidate should hold a full UK driving licence and have access to a car as they will be required to visit existing and potential stakeholders in Caithness and beyond. Costs will be reimbursed.

**Key points and dates for applicants**

1. This 3-year post is funded by Macmillan Cancer Support through the NHCISC and will be issued on an initial 23-month contract with a 3-month probationary period.
2. The closing date for applications is the 15th March 2024 with Interviews being held a few weeks later (date tbc).
3. It is recommended that all potential applicants take the opportunity to visit the Centre, prior to the interviews being held. Arrangements can be made either before or after the job applications have been submitted. The point of contact is: Sophie on 01847 890996 or <mailto:cancer.support@btconnect.com> All applications submitted electronically should include in the subject line: FAO Sophie and the Job application title being applied for. Applicants should ensure they receive confirmation that their application has been received.

Thank you for your interest

Malcolm Clark

On behalf of

NHCISC Trustees

Application form attached.

**MACMILLAN VOLUNTEER COORDINATOR AT THE NHCISC**

**APPLICATION FOR EMPLOYMENT[[1]](#footnote-1)**

**Personal information**

|  |  |
| --- | --- |
| **Surname:** |  |
| **Forenames:** |  |
| **Address for communications:** |  |
| **Daytime telephone number:** |  |
| **Email address:** |  |
| **Do you have the right to take up employment in the UK?** | Yes / no |

**Education** (from secondary school):

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| --- | --- | --- |
| **Dates** | **Education Establishment** | **Qualifications Gained** |
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**Postgraduate education, study or other relevant professional qualifications**

| **Dates** | **Education Establishment** | **Qualifications Gained** |
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**Work Experience**

Please give details of your last three jobs. Any relevant posts held before then may also be mentioned. Please start with your most recent position and work back in chronological order.

| **From** | **To** | **Name and address of employer** | **Job title, description of duties, responsibilities and reason for leaving.** |
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| **Please give details of, and provide an explanation for, any time when you were not working or in full-time employment** |
|  |

**Other information**

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| --- |
| **Do you have any other training, qualifications or skills relevant to the post (e.g., knowledge of the charities sector, a full driving licence, computer literacy, etc.)?** |
| Do you have a full driving licence and access to a car? Yes / no |

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| **Please give details of any sports, hobbies or interests that you enjoy.** |
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| **Please use this space to say why you are interested in the post for which you have applied and provide any other information that may support your application – please use the Job Specification to answer how you meet the criteria required for this position.** |
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| **Medical – please state if you have any medical conditions that may affect your application or, if any support measures need to be included with a potential job offer.** |
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**Please give names and contacts of two people willing to act as referees on your behalf. Both should be able to comment on your work experience. One must be your most recent employer.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Referee 1** | | **Referee 2** | |
| **Name** |  | **Name** |  |
| **Relationship to you** |  | **Relationship to you** |  |
| **Organisation** |  | **Organisation** |  |
| **Address** |  | **Address** |  |
|  |  |  |  |
| **Tel number** |  | **Tel number** |  |
| **Email** |  | **Email** |  |

**May these referees be contacted prior to an offer of employment being made?**

Yes / No

**Declaration**

I declare that the information I have given on this application form is, to the best of my knowledge and belief, true and complete. I understand that if it is subsequently discovered any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified or, if I have already been appointed, I may be dismissed. I hereby consent to NHCISC processing the information supplied on this application form for the purposes of recruitment and selection.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. You may adjust the form as required if you wish to add other relevant information in support of your application. [↑](#footnote-ref-1)