** North Highland Cancer Information and Support Centre**

**5a High Street**

 **Thurso**

 **Caithness**

 **KW14 8AG**

**North Highland Cancer Information and Support Centre (NHCISC) – Macmillan Project / Programme Officer - Vacancy**

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| --- | --- |
| **Job title:** | Macmillan Project /Programme Officer (MPPO) |
| **Employer:** | North Highland Cancer Information and Support Centre  |
| **Location:** | Thurso, Caithness. |
| **Contract:** | Initial contract 23 months (extendable to 3 years) |
| **Salary:** | £11.6k per annum (plus expenses) |
| **Hours of work:** | 14.5 hours  |
| **Reporting to:**  | Macmillan Health and Wellbeing Manager, NHCISC 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 Project / Programme Officer (MPPO) will be responsible for developing the way the NHCISC communicates with all its users. This includes staff, stakeholders, volunteers, members (actual and potential) and partner organisations. The appointed person will be responsible for working closely with the Macmillan Health and Wellbeing Manager (MHWM), the Macmillan Volunteer Coordinator (MVC) and the NHCISC Trustees. The MPPO must be a team player by motivating others, working together and sharing information. Good communication skills and an empathetic manner are key attributes for the appointment.

**Main Objectives of Post**

**General.** The MPPO will be accountable to the MHWM and shall work alongside the MVC. The primary focus of the appointment will be to improve communication of cancer support services to a wider group of people living with cancer.

**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 MPPO you will:

* be innovative in finding communication solutions for all
* develop our website, Facebook and WhatsApp or other appropriate messaging systems to ensure inclusion for all
* create external communication links and pathways for members to other agencies
* deliver training to members so they can communicate more effectively by using smart phones, tablets and apps and other tools that improve accessibility.
* create an online rota system for the volunteers and a calendar that can be seen by all and managed by a few.
* working with others to consider and implement smart ways of receiving donations through technology.

**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 details to be confirmed.
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 has been submitted. The point of contact is: Sophie. The subject heading of all emails should state ‘FAO Sophie’ and the appointment to which you are applying or enquiring about. Please ensure you receive a confirmation email for your job application.

Thank you for your interest

Malcolm Clark

On behalf of

NHCISC Trustees

Application form attached.

**MACMILLAN PROJECT / PROGRAMME OFFICER**

**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):

|  |  |  |
| --- | --- | --- |
| **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** |
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**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 any potential offer of a job.**  |
|  |

**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. Please feel free to adapt the form to include all information relevant to the application. [↑](#footnote-ref-1)