



RECRUITMENT PACK

CERVICAL CANCER PREVENTION OFFICER

JO'S CERVICAL CANCER TRUST





Dear Applicant,

Thank you for requesting further information for our Cervical Cancer Prevention Officer vacancy

Please find enclosed the below information which you should read thoroughly before starting your application:

- A full job description & person specification
- Additional Information

Closing date: 8th August, 2022

Virtual Interview: 1st Interview Virtual 23rd August, 2022

2nd Interview in person 1st September, 2022

If you would like to apply for this role please email your CV and a covering letter to recruitment@jostrust.org.uk

If you do not hear from us within 2 weeks of your application, please assume you were unsuccessful on this occasion.

Please note that we reserve the right to close this post early, should we receive a high volume of applications.

Thank you for the interest in working for Jo's Cervical Cancer Trust

The HR Team



Job Description

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| Job Title: Cervical Cancer Prevention Officer | Location: Home based / Must be in Perth or surrounding area. Regular travel Central / Northern Scotland. Glasgow / London as required. |
| Hours: Full time (37.5hrs) | Duration: 2yrs fixed term contract |
| Responsible To: Deputy Head of Information and Engagement | Responsible For: Not Applicable |
| Works With/Key Contacts: Internal Team, external stakeholders | Salary: £25000 |

Dear Candidate,

This is an exciting time to be joining Jo's Cervical Cancer Trust. Our vision, the day when cervical cancer is a thing of the past, is getting closer as a result of the success of the HPV vaccination programme. Our mission remains to reduce the impact for everyone affected by cervical cell changes and cervical cancer. We will continue to provide the highest quality information and support, and campaign for excellence in cervical cancer treatment and prevention, for as long as we are needed.

You would join us as we start out on the path to developing our next long-term strategy. We are an ambitious charity, and I look forward to working with the successful candidates as we set out on this next chapter.

So if you feel you have the passion and energy to make this happen, and you share and demonstrate our values in your work and attitude, we would love to have you as part of our team.

Best wishes, Sam

Samantha Dixon
CEO



Background information

Jo's Cervical Cancer Trust (www.jostrust.org.uk) is the UK's leading charity dedicated to those affected by cervical cancer and cell changes (abnormalities). The charity was established in 1999 by James Maxwell following the death of his wife Jo, aged 40, from cervical cancer.

Since then we have provided advice and support to thousands of women and their families.

We offer a range of online and face-to-face support and information including: information materials, a free helpline, online forum, national and regional support days and an 'ask the expert' service. Cervical cancer is one of the most common cancer amongst young women (under 35) in the UK and Europe.

Two women a day in the UK will die from cervical cancer whilst over 3,000 women are diagnosed each year. In addition, some 220,000 a year are told they may have a cervical abnormality that may require treatment. Thanks to the NHS Cervical Screening and HPV vaccination programmes cervical cancer is a largely preventable disease. However, for those affected, the impact of cancer on a woman's life and that of her family cannot be overstated.

In recent years awareness of our work and cervical cancer has grown significantly with annual income from £288k to £1.8m. The staff team has also significantly grown to 23 enabling us to reach more women than ever before.

Over the past few years our work has been recognised a number of times including winning a prestigious GSK IMPACT Award, Best Communications Campaign at the Third Sector Excellence Awards and a Plain English Osborne Memorial Award for our website, we have also achieved Investing in Volunteers accreditation.

Overview of the role

Purpose of job

Following a successful two year Cervical Cancer Prevention Programme in the West of Scotland, Jo's Cervical Cancer Trust are rolling out tailored training and community engagement activities across all health boards in Scotland. Over the next two years we will grow our team in Scotland to develop and share best practice in raising awareness of cervical cancer screening and prevention with members of the community and health care professionals. Engaging locally with Scottish health board areas will allow us to educate and empower people to make decisions about their own health, reduce health inequalities and work towards our long term vision of eliminating cervical cancer.



This role will support in the development of Jo's Cervical Cancer Trust's vital cervical cancer prevention activity, working to understand and address barriers to screening attendance and developing innovative ways to engage with women and people with a cervix in areas of low uptake.

In this role you will work closely with the Deputy Head of Information & Engagement to research, promote and deliver our tailored training programmes designed to deliver cervical health information and address barriers to screening uptake for key groups through health care professionals, community groups and local health boards. You will also support in the development and evaluation of co-produced resources which will reach women from within their local communities with tailored and effective cervical health messages.

Key tasks and responsibilities

To work towards our goal of eliminating cervical cancer, we want to address uptake of cervical screening (smear tests) amongst two primary groups: women with a learning disability and younger women living in deprived areas, as well as raising awareness of barriers to screening amongst health care professionals and Primary Care staff. We will also have a secondary focus of: women going through the menopause, Black, Asian and Minority Ethnic groups and women in rural areas.

Your responsibilities will include the following:

- Working closely with the Deputy Head of Information and Engagement and the Cervical Cancer Prevention Manager, undertake a scoping and mapping exercise to identify key areas across Scotland, including Fife, Forth Valley, Grampian, Highland and Tayside, and potentially Shetland and Orkney, in which to deliver core project activity.
- Actively promote and deliver Jo's cervical cancer awareness training to health care professionals, non-clinical GP practice staff, relevant organisations and community groups.
- Ensure the charity database is kept up to date with all training and engagement activity, and run reports as required.
- Create, disseminate and analyse surveys using SurveyMonkey and other relevant data collection programs, and report findings to feed into impact reporting.



- Support the Deputy Head of Information and Engagement, and the Cervical Cancer Prevention Manager with administrative duties such as planning, following up and evaluating training sessions as required.
- Prioritise own workload, ensuring stakeholders and supporters are communicated with and supported in a timely and consistent manner.
- With the support from the Deputy Head of Information and Engagement and the Cervical Cancer Prevention Manager, engage with GP practices in identified health board areas to provide information and support that will help improve their cervical screening uptake.
- Support the Deputy Head of Information and Engagement and the Cervical Cancer Prevention Manager in scoping, developing and evaluating new co-produced resources that address cervical screening barriers as required.
- Establish links with defined stakeholders, including relevant third sector organisations, community groups and leaders, faith organisations, and ESOL schools to identify local engagement opportunities with hard to reach groups and raise awareness of cervical cancer and ways to prevent it.
- Develop understanding of the 'cervical health message' and the national and local landscape of the NHS cervical screening programme in Scotland.
- Work with the Senior Information Officer to ensure all key messages to our target audiences are up to date, relevant and appropriate.
- Work closely with the Engagement team in Scotland to raise awareness of the charity across Fife, Forth Valley, Grampian, Highland, Greater Glasgow & Clyde and Tayside and any other identified health board area.
- Work closely with the wider Scotland team to report back to project funder at various intervals.
- Help the charity to better understand and identify marginalised groups of women who do not attend screening.
- Work closely with digital and communication team members to ensure information about the project as it develops is up to date across all platforms.



Miscellaneous

- Due to nature of attending the role, you will sometimes be asked to work outside of office hours and travel across Scotland.
- Work with other members of the team on projects that may be outside of the Information and Engagement arena.
- Be a supportive and participatory member of the team.
- Abide by the charity's policies, practices and core values.
- Support diversity and equality of opportunity in the workplace for both staff and volunteers.

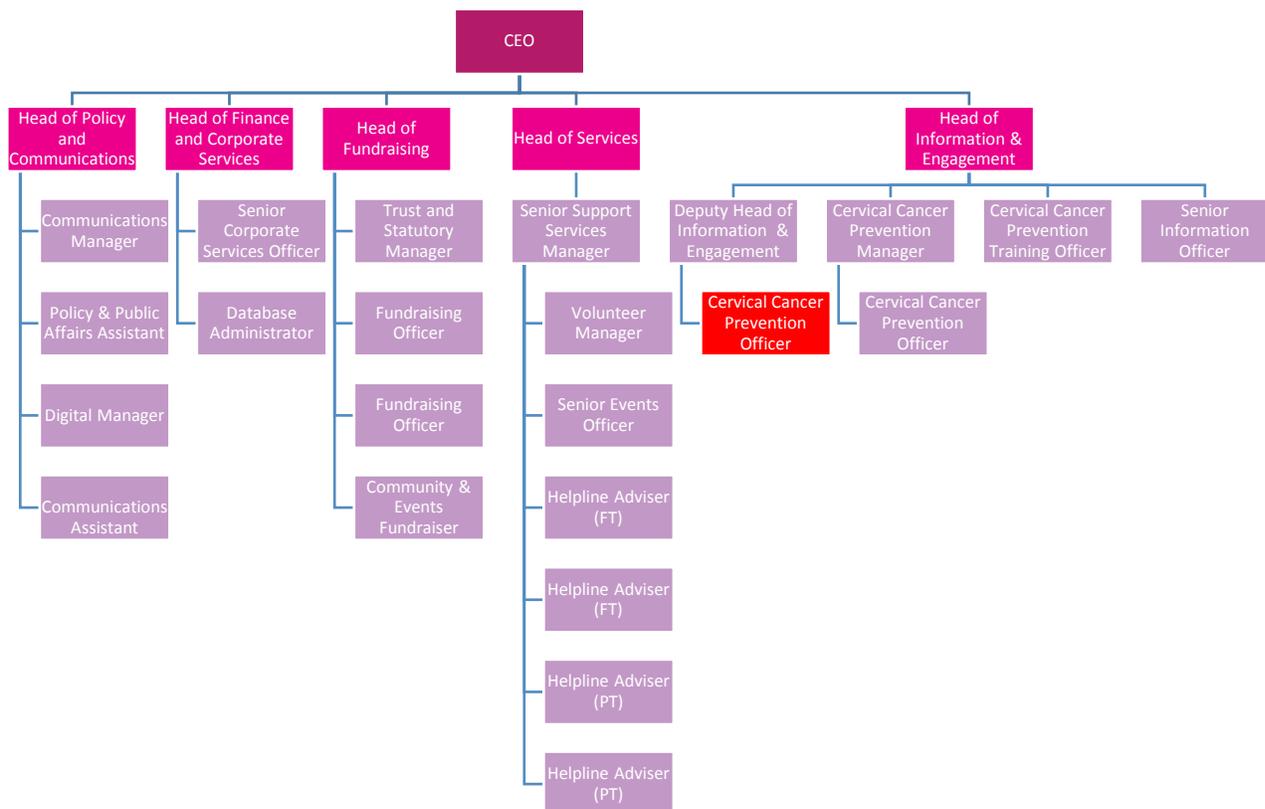
Person specification

| Knowledge and Experience | |
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| Essential | Desirable |
| <p>Strong organisational skills and ability to prioritise own workload.</p> <p>Experience of delivering interactive training to varied groups.</p> <p>Good knowledge of the NHS, local health boards and primary care across Scotland.</p> <p>Experience in developing relationships with local and diverse communities.</p> <p>Excellent communication and relationship management skills.</p> <p>Experience preparing and delivering reports which include excellent grammar and meticulous attention to detail.</p> <p>An understanding of co-production and its immediate and wider benefits.</p> | <p>Experiencing working with Scottish health systems</p> <p>Experience working with women's groups and/or marginalised groups to deliver health messages</p> <p>Experience of working with health brands / the charity sector</p> <p>Knowledge and understanding of the benefits of patient engagement and behavioural change.</p> <p>Experience of working with health promotion, or a health awareness project.</p> <p>Knowledge and experience of the changing health system, understanding of health inequalities.</p> |



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| <p>Experience analysing quantitative and qualitative data.</p> <p>Proficient IT skills with experience using databases to record engagement activities, MS Office and Surveymonkey.</p> <p>Flexible, adaptable and self-motivated approach to work – ability to work on your own initiative</p> <p>Ability to manage your own schedule.</p> <p>Full driving licence, with regular access to a car.</p> | <p>Project management experience</p> <p>Experience of seeing co-produced projects from development to implementation.</p> <p>Knowledge of cervical health messages.</p> |
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**Purpose of Job
Position in Team**





General Information

Jo's Cervical Cancer Trust is an equal opportunities employer and all employees are actively encouraged to contribute to the promotion of diversity

Values

Passion – With it we can achieve the extraordinary

Respect – We make every effort to understand and be considerate of the needs of others

Evidence – This underpins every decision we make

Collaborate – We can achieve our purpose by working together

Challenge – Through it we influence, generate changes and progress.

Working at Jo's Cervical Cancer Trust

We offer a pension contribution

Flexible working options are considered

Perkbox

Holiday entitlement is 25 days per annum (plus statutory bank holidays) pro-rated for part-time staff

Please note that all offers of employment require:

- References deemed satisfactory to the Charity
- Proof of eligibility to work in the UK

About the information we collect and hold

The table set out in Part A of 0 below summarises the information we collect and hold up to and including the shortlisting stage of the recruitment process, how and why we do so, how we use it and with whom it may be shared.

The table in 0 of 0 below summarises the additional information we collect before making a final decision to recruit, i.e. before making an offer of employment unconditional, how and why we do so, how we use it and with whom it may be shared.

We seek to ensure that our information collection and processing is always proportionate. We will notify you of any changes to information we collect or to the purposes for which we collect and process it.



Where information may be held

Information may be held at our offices and those of our group companies, and third party agencies, service providers, representatives and agents as described above.

How long we keep your information

We keep the personal information that we obtain about you during the recruitment process for no longer than is necessary for the purposes for which it is processed. How long we keep your information will depend on whether your application is successful and you become employed by us, the nature of the information concerned and the purposes for which it is processed.

We will keep recruitment information (including interview notes) for no longer than is reasonable, taking into account the limitation periods for potential claims such as race or sex discrimination (as extended to take account of early conciliation), after which they will be destroyed. If there is a clear business reason for keeping recruitment records for longer than the recruitment period, we may do so but will first consider whether the records can be pseudonymised, and the longer period for which they will be kept.

If your application is successful, we will keep only the recruitment information that is necessary in relation to your employment.

Your rights to correct and access your information and to ask for it to be erased

Please contact our Data Protection Team, who can be contacted on datateam@jostrust.org.uk or 020 3096 8100 (in accordance with applicable law) you would like to correct or request access to information that we hold relating to you or if you have any questions about this notice. You also have the right to ask Data Protection Team for some but not all of the information we hold and process to be erased (the 'right to be forgotten') in certain circumstances. Our Data Protection Team will provide you with further information about the right to be forgotten, if you ask for it.

Keeping your personal information secure

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

How to complain

We hope that our Data Protection Team can resolve any query or concern you raise about our use of your information. If not, contact the Information Commissioner at <https://ico.org.uk/concerns/> or telephone: 0303 123 1113 for further information about your rights and how to make a formal complaint about the information we collect and hold

**Part A
Up to and including the shortlisting stage**

| The information we collect | How we collect the information | Why we collect the information | How we use and may share the information |
|--|---|--|--|
| Your name and contact details (ie address, home and mobile phone numbers, email address) | From you | Legitimate interest: to carry out a fair recruitment process | To enable HR personnel or the manager of the relevant department to contact you to progress your application, arrange interviews and inform you of the outcome |
| Details of your qualifications, experience, employment history (including job titles and working hours) and interests | From you, in the completed application form and interview notes (if relevant) | Legitimate interest: to carry out a fair recruitment process | To make an informed recruitment decision The person making the shortlisting decision will receive pseudonymised or anonymised details only; if you are invited for interview, the interviewer will receive non-anonymised details |
| Your name, contact details and details of your qualifications, experience, employment history and interests | From you, in the completed application form and interview notes (if relevant) | Legitimate interest: to carry out a fair recruitment process | |
| Your racial or ethnic origin, sex and sexual orientation, religious or similar beliefs | From you, in a completed anonymised equal opportunities monitoring form | To comply with our legal obligations and for reasons of substantial public interest (equality of opportunity or treatment) | To comply with our equal opportunities monitoring obligations and to follow our equality and other policies |

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| Information regarding your criminal record | From you, in your completed application form | To comply with our legal obligations | To make an informed recruitment decision |
| Details of your referees | From your completed application form | Legitimate interest: to carry out a fair recruitment process | To carry out a fair recruitment process Information shared with relevant managers, HR personnel and the referee |

Part B
Before making a final decision to recruit

| The information we collect | How we collect the information | Why we collect the information | How we use and may share the information |
|---|--|---|---|
| Information about your previous academic and/or employment history, including details of any conduct, grievance or performance issues, appraisals, time and attendance, from references obtained about you from previous employers and/or education providers <input type="checkbox"/> | From your referees (details of whom you will have provided) | Legitimate interest: to make an informed decision to recruit To comply with our legal obligations Legitimate interests: to maintain employment records and to comply with legal, regulatory and corporate governance obligations and good employment practice | To obtain the relevant reference about you To comply with legal/regulatory obligations Information shared with relevant managers and HR personnel |
| Information regarding your academic and professional qualifications <input type="checkbox"/> | From you, from your education provider from the relevant professional body | Legitimate interest: to verify the qualifications information provided by you | To make an informed recruitment decision |
| Your nationality and immigration status and information from related documents, such as your | From you and, where | To enter into/performance the employment contract | To carry out right to work checks |



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|--|----------------------------|---|--|
| passport or other identification and immigration information <input type="checkbox"/> | necessary, the Home Office | To comply with our legal obligations Legitimate interest: to maintain employment records | Information may be shared with the Home Office |
| A copy of your driving licence <input type="checkbox"/> | From you | To enter into/perform the employment contract | To make an informed recruitment decision |

You are required (by law or in order to enter into your contract of employment) to provide the categories of information marked '☐' above to us to enable us to verify your right to work and suitability for the position.

