



RECRUITMENT PACK

Cervical Cancer Prevention Project Coordinator
West of Scotland

JO'S CERVICAL CANCER TRUST





Dear Applicant,

Thank you for requesting further information for our Cervical Cancer Prevention Project Coordinator, West of Scotland

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: 5pm on Monday 16th September

First Interviews: Wednesday 25th September 2019

Second Interviews: Friday 27th September 2019

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 the closing date, 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

Job Title: Cervical Cancer Prevention Project Coordinator – West of Scotland	Location: Homebased (Must be based in Greater Glasgow and Clyde or surrounding areas) with regular travel across West of Scotland and to Jo's Cervical Cancer Trust HQ in London
Hours: Part time 22.5 hours per week (increasing to 30 hours after 1 year)	Duration: 2 year fixed term contract
Responsible To: Cervical Cancer Prevention Programme Lead	Responsible For: N/A
Works With/Key Contacts: Health care professionals, community groups and local health authorities.	Salary: £23,000 pro rata to £15600 per annum

Background information

Jo's Cervical Cancer Trust is the UK's leading cervical cancer charity. 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 information and support to thousands of women and their families.

We offer a range of online and face-to-face services including information materials, a free helpline, online forum, national and regional support days and an expert clarification service. Cervical cancer affects women of all ages, but is one of the most common cancers amongst young women.

Two women a day in the UK will die from cervical cancer whilst over 3,000 women are diagnosed each year. In addition around 220,000 a year are told they may have cervical cell changes 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 cannot be overstated.

This is an exciting time to join the charity. In recent years awareness of cervical cancer and our has grown significantly with our annual income increasing from £288k to £1.75m. 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

Cervical screening attendance is currently at an all time low with over one in four women not attending when invited.

A recent survey of women in Scotland, undertaken by Jo's Cervical Cancer Trust, highlighted that knowledge of cervical cancer and ways to reduce risk of the disease is low. 62% were unaware that not attending cervical screening is one of the biggest risk factors for developing cervical cancer. The West of Scotland also has some of the lowest cervical screening coverage, with Lothian, Fife and Greater Glasgow and Clyde significantly lower than the national average and national targets.

This role will provide a unique opportunity to support in the development of Jo's Cervical Cancer Trust's vital cervical cancer prevention work by addressing barriers to screening attendance and developing innovative ways to engage with women in areas of low uptake. The role will also feed into our long term vision of eliminating cervical cancer.

The development of local engagement in the West of Scotland will allow us to educate and empower women to make decisions about their own health, reduce health inequalities and work towards preventing cervical cancer.

In this role you will work closely with the Cervical Cancer Prevention Programme Lead to develop a strategy of promoting our tailored training programme designed to cascade cervical health information and address barriers to screening uptake for key groups through health care professionals, community groups and local health authorities. You will also support in the development and implementation of a co-produced cervical health 'roadshow' which will reach women from within their local communities with tailored and effective cervical health messages.

Key tasks and responsibilities	Key elements
	<ul style="list-style-type: none"> To work towards our goal of eradication we want to address uptake of cervical screening amongst two primary groups: Black, Asian and Minority Ethnic (BAME) women (in particular Eastern European), and women with a learning disability. We will also have a secondary focus of women aged 25-29 and women over 50 as screening uptake is lowest in these age groups.

	<ul style="list-style-type: none"> • Working closely with the Cervical Cancer Prevention Programme Lead, undertake a scoping and mapping exercise to identify key areas across West of Scotland in which to deliver core project activity. • Work closely with Cervical Cancer Prevention Programme Lead, to scope, develop and implement a co-produced 'roadshow', informed by women in areas of low screening uptake, to be delivered across West of Scotland in year 2 of the project. • Establish links with defined stakeholders, including health board leads, screening and immunisation Coordinators, GP surgeries and Practice Nurses, Sexual Health Centres, relevant community groups and leaders, faith organisations, 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 Cervical Cancer Prevention Programme Lead and Health Information Manager to ensure all key messages to our target audiences are up to date, relevant and appropriate. • Working closely with the Cervical Cancer Prevention Programme Lead and other engagement team members, raising awareness of the charity across West of Scotland and informing internal strategy. • Develop educational tools and a clear methodology/protocol that can be used to engage audiences on the 'roadshow'. • Support in the training of key healthcare professionals and/or community members to deliver key cervical cancer prevention messages and monitor and evaluate impact. • Work closely with the Cervical Cancer Prevention Lead to develop
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<p>Miscellaneous</p>	<p>robust data and monitoring collection process for community connector programme and 'road show'.</p> <ul style="list-style-type: none"> • Work closely with the Cervical Cancer Prevention Programme Lead and Trust and Statutory Manager to report back to the project funder at various intervals • Encourage a dialogue between women, local screening coordinators, health professionals and the charity. • 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 is develop and up to date across all platforms. <ul style="list-style-type: none"> • Due to nature of attending the role, you will sometimes be asked to work outside of office hours and travel across the UK. • Work with other members of the team on projects that may be outside of the Information and Education 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.
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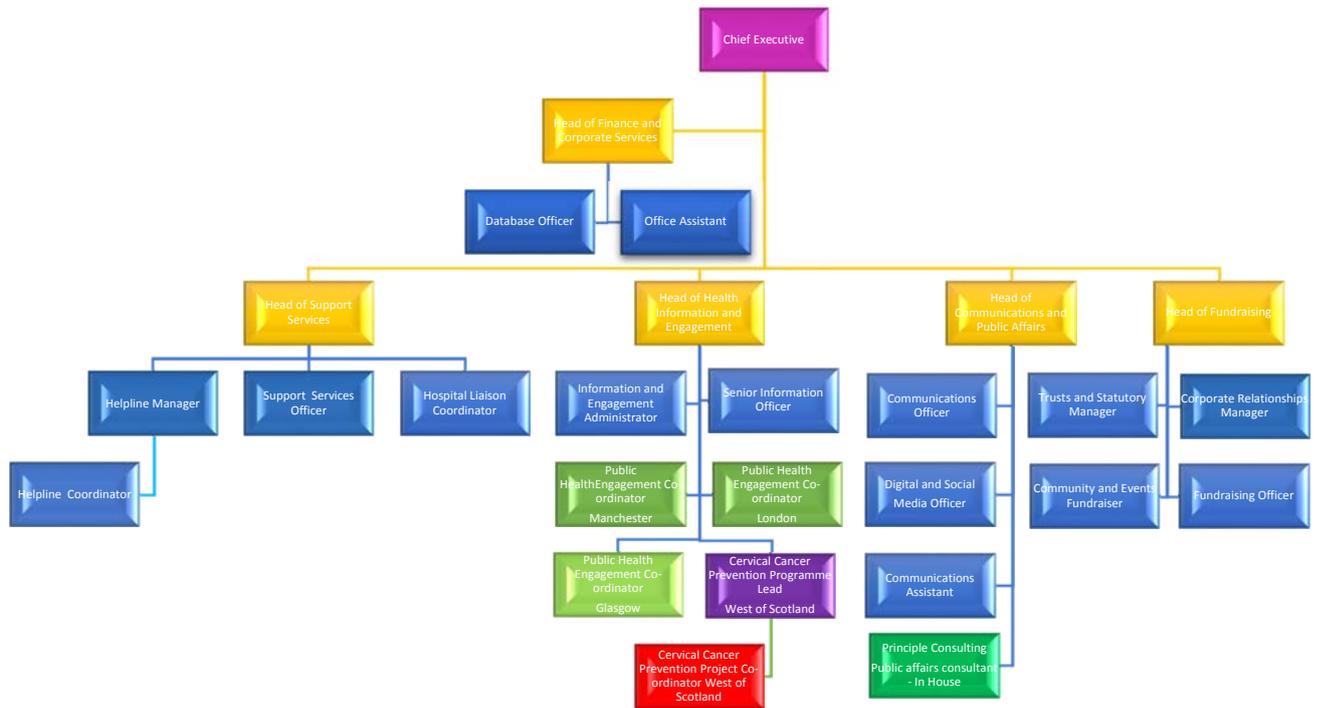


Person specification

Essential	Desirable
<p>Strong organisational skills and demonstrable project management or co-ordination experience.</p> <p>Educated to degree level or equivalent, or relevant work experience</p> <p>Good knowledge of the NHS, local government, local Health Boards and primary care across the West of Scotland.</p> <p>Experience developing relationships with local and diverse communities.</p> <p>Strong verbal and communication skills including delivering presentations to a variety of audiences</p> <p>Experience preparing and delivering reports which include excellent grammar and meticulous attention to detail.</p> <p>And understanding of co-production and its immediate and wider benefits.</p> <p>Strong administration skills.</p> <p>Experience analysing quantitative and qualitative data.</p> <p>Knowledge and understanding of the benefits of patient engagement and behavioral change.</p> <p>IT skills including experience using databases to record engagement activities.</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 license, with regular access to a car.</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>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> <p>A Project or Programme Management qualification.</p> <p>Experience of seeing co-produced projects from development to implementation.</p> <p>Experience of delivering interactive training to varied groups.</p>



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 – Without it you can't achieve the extraordinary

Respect – Make effort to understand and be considerate of the needs of others

Evidence – Everything we do is based on clear evidence

Collaborate – We can't achieve our purpose on our own

Challenge – Challenge the status quo – how would we feel or be viewed if we didn't



Working at Jo's Cervical Cancer Trust

We offer a pension contribution

Flexible working options are considered

Holiday entitlement is 25 days per annum (plus statutory bank holidays)

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, ie 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
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,	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	To obtain the relevant reference about you

appraisals, time and attendance, from references obtained about you from previous employers and/or education providers <input type="checkbox"/>		Legitimate interests: to maintain employment records and to comply with legal, regulatory and corporate governance obligations and good employment practice	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 passport or other identification and immigration information <input type="checkbox"/>	From you and, where necessary, the Home Office	To enter into/perform the employment contract To comply with our legal obligations Legitimate interest: to maintain employment records	To carry out right to work checks 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 comply with our legal obligations	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.

