

# Job Description

## Bra Fitting Officer

<b>Reports to:</b>	Bra Fitting Co-ordinator
<b>Hours:</b>	21 hours per week
<b>Location:</b>	18 High Street, Enniskillen / Remote
<b>Campaign Service/Cause:</b>	Patient Services
<b>Remuneration:</b>	£25,476 – 27,919 Pro-rata (FTE 35 hours)

## Overall Purpose of Post

The Bra-Fitting Officer will deliver a high-quality and sensitive bra-fitting service, playing a key role at our charity's first Cancer Support Centre in Enniskillen and in other community settings.

The postholder will measure and fit individuals who have had breast cancer treatment and surgery with specialist bras and swimwear and will assist in the continued development and provision of Cancer Focus NI services for cancer patients and their families.

## Key Responsibilities

- Measure and fit individuals post breast surgery with specialist bras and swimwear.
- Deal sensitively with individuals using the service, providing an empathetic and professional service.
- Maintain confidentiality and adhere to relevant policies and GDPR guidelines
- Provide bra fitting services in Enniskillen, Craigavon and other sites as agreed and required by Cancer Focus NI.
- Provide Cancer Focus NI specialist bra and swimwear mobile fitting service for people who are having or had breast cancer treatment and surgery.
- Provide cover for the Bra Fitting Co-ordinator as required due to leave, etc.
- Place orders as per system and relevant processes to maintain adequate stock of specialised bras and swimwear.
- Accurately record data and sales and be responsible for processing sales transactions, ensuring adherence to relevant systems and processes at all times.
- Lodge monies on a weekly basis as per relevant processes.
- Liaise with the Bra Fitting Co-ordinator in Belfast regarding the day-to-day operation of the service.
- Communicate in a professional manner with relevant health professionals as required.
- Promote the Fitting Service and other Cancer Focus NI services when required, e.g. at Support Groups, Health Fairs, events.
- Represent Cancer Focus NI at local meetings and events when required
- Undertake any other duties as may reasonably be required.

The post will involve evening and weekend work and will therefore require an element of flexible working.

This Job Description is not exhaustive. It merely acts as a guide and may be amended to meet the changing requirements of the charity at any time after discussion with the post holder.

# Person Specification

## Bra Fitting Officer

The below specification shows the essential skills, abilities, knowledge and/or qualifications required to be able to carry out the duties of this post. Therefore, please address in a covering letter, each criterion listed in the specification, drawing upon all of your experience, whether at work or on a voluntary basis.

### Essential Criteria

#### Qualifications

- GCSE Maths and English

#### Experience

- Able to demonstrate experience of working with the public

#### Skills

- Excellent interpersonal and communication skills, both verbal and written
- Knowledge of how to provide information and signposting to additional support professional services
- Demonstrable understanding of how cancer impacts on a patient and their family
- Computer literate, with strong administrative and organisational skills
- Ability to work alone and unsupervised, and to use own initiative
- Ability to manage and monitor a varied workload with competing priorities
- Ability to maintain strict confidentiality and appropriate boundaries in all matters relating to the service
- Ability to work with people with complex needs, and to recognise distress or anxiety
- Ability to build good working relationships with individuals and organisations
- Ability to work well within a team

#### Personal Qualities

- The ability to offer a compassionate and empathetic service to people dealing with the impact of surgery / cancer
- Flexible attitude towards working hours to meet clients' needs and as demanded by the requirements of the role
- Enthusiasm, drive and commitment to continuous improvement

Applicants must hold a full, current driving license and have access to a car or some other appropriate form of transport to carry out the duties of the post

## Desirable Criteria

### Qualifications

- A Health and Social Care qualification

### Experience

- Experience of working in a cancer speciality environment
- Experience of working with cancer patients
- Experience of working in the voluntary sector
- Experience of working with volunteers

## Additional Information

### Terms and Conditions of Employment

- Successful applicants must provide proof of their right to work in the UK. (This will be evidenced in the first instance by being in possession of a British or Irish passport or a valid UK Work Permit).
- The activities of this role meet the Access NI definition of regulated activity as outlined in the Access NI Code of Practice. Cancer Focus NI will obtain an Access NI Enhanced check for the successful candidate. Applicants who have a criminal record will be treated fairly and not discriminated automatically because of a conviction or other information revealed. Applicants with criminal records will be reviewed in line with Cancer Focus Northern Ireland's policy on the recruitment of Ex-offenders.
- If there is any reason you cannot work in Regulated Activity, you must disclose this to us. Cancer Focus Northern Ireland has a written policy on the Secure Handling, Use, Storage and Retention of Disclosure information.
- Satisfactory reference checks.
- 12 months probationary period.
- Evidence of relevant academic and professional qualifications.
- Evidence of appropriate vehicle documentation (i.e. driving licence and insurance cover) must be provided where the role necessitates travel on company business in own vehicle.

## Benefits

- Flexible working policy
- 25 days Annual Leave, plus 12 statutory days (pro rata for those working less than 35 hrs per week)
- 2 additional days of annual leave after 5 years' service and a further 3 days after 10 years' service
- Enhanced Maternity / Adoption Pay
- Enhanced Occupational Sick Pay Scheme
- Contributory Pension Scheme
- Cycle to Work Scheme
- Mileage Allowance at the prevailing HMRC rate
- Life Assurance
- Healthcare Plan

## Disability

Cancer Focus NI is an Equal Opportunities Employer and all applications are dealt with in accordance with the Disability Discrimination Act. A person is disabled if they have, or have had, "a physical or mental impairment which has, or has had, a substantial and long-term adverse effect on your ability to carry out normal day to day activities".

If you consider yourself to have a disability relevant to the position for which you are applying, please contact us so that we can process your application fairly, make any specific arrangements for your interview, and make any necessary reasonable adjustments or adaptations, or provide any aids to assist you in completing the duties of the post if appointed.

## Equal Opportunities

Cancer Focus NI is an Equal Opportunities Employer and all applications for employment are considered strictly on the basis of merit.

## Application Process

The closing date/time for submission of CV and cover letter is 5.00pm, 14<sup>th</sup> February 2025.

**Interview dates: Week commencing 24<sup>th</sup> February 2025**

If you would like to apply for this role, please submit an up-to-date copy of your CV and cover letter before this date/time to: [hadmin@cancerfocusni.org](mailto:hadmin@cancerfocusni.org) or, mailed to:

**Human Resources, Cancer Focus NI, 40/44 Eglantine Avenue, Belfast, BT9 6DX**

**We cannot accept Applications received after the closing date/time.**

## Guidance Notes on Applying for our role

Please ensure your CV is up-to-date and accurate. Cancer Focus NI will not make assumptions from the title of your post(s) or the nature of any employing organisation(s) as to your skills and experience gained.

- If you do not provide sufficient detail, including the appropriate dates needed to meet any eligibility criteria, your application may be rejected.
- ONLY the details provided by you in your CV and cover letter will be used for determining your eligibility for the post/shortlisting purposes.

## Contact Details

If you have any enquiries regarding the recruitment process, please contact Gwyneth Richards (hradmin@cancerfocusni.org) or phone 028 9066 3281.