

Job Description

Therapeutic Cancer Support Centre Nurse Specialist

Reports to:	Therapeutic Cancer Support Centre Manager
Hours:	35 hours per week
Location:	18 High Street, Enniskillen
Campaign Service/Cause:	Patient Services
Remuneration:	£42,741 - £45,875

Overall Purpose of Post

Our planned Enniskillen Cancer Support Centre will radiate a sense of sanctuary and welcome. A place where people impacted by cancer will have access to social connections and the opportunity to participate in and be part of a community where they feel comfortable and understood. From this space, people and their families will be able to access a range of services on their cancer journey, including Counselling, Family Support, Bra and Swimwear Fitting, Patient Driving, Support Groups and much more.

To help deliver on these ambitious plans to provide cancer support and information right on the High Street, our charity is looking to recruit a Therapeutic Cancer Support Centre Nurse Specialist. The Nurse Specialist will support in the management and leadership of the Cancer Support Centre, working within a multi-disciplinary team to ensure the coordination and delivery of programmes of integrated support to people with cancer, their family, loved ones and friends. This will include delivery of health and wellbeing, and cancer prevention programmes as agreed with the Cancer Centre Lead, relevant Team Leads and suitable to the Centre.

The postholder will work with the Therapeutic, Wellbeing and Health Promotion Team Leads to ensure the programmes are provided in accordance with Cancer Focus NI policies and procedures, model, culture, ethos, and brand. They will be responsible for supporting in the delivery of the effective provision of all of Cancer Focus NI's programmes of cancer support within the centre and will support the Centre Lead and Service Leads with monitoring of programme usage and quality.

The Nurse Specialist will also be responsible for supporting in the development and promotion of the centre, services and programmes within the community. They will work closely with the Centre Lead, participating in, and contributing to, creating opportunities to provide support for research, student placements, teaching, and providing teaching as appropriate across all programmes of care within the centre.

The post holder will work closely and collaboratively with the Cancer Centre Lead and the Cancer Focus NI Multidisciplinary Team (MDT) to develop Cancer Focus NI in Northern Ireland including supporting in fundraising, promotion of the service and programmes, ensuring support and care of key stakeholders and supporters.

About the Role

Our charity's vision is to see people live their most fulfilled lives with access to world-leading, equitable cancer support, treatment, diagnosis, prevention, and research. To help achieve this, we are looking to recruit a qualified Nurse, registered on part one of the NMC register, into the Nurse Specialist role. The right person will have at least five years post-qualification experience, two of which must include cancer care in a healthcare environment.

Applicants must have experience of working as a member of an inter disciplinary and multi-disciplinary team and will have excellent leadership and communication skills.

Applicants must also have experience in providing care and support for people with cancer and their families and have knowledge and experience of haematology or oncology cancer care.

To be successful in the role, the Nurse Specialist will understand the guidelines for psychological care health and wellbeing, interested in working from models of psychological wellness, the psychology of health, normal adjustment to illness and quality of life.

Key Responsibilities

- Support the Centre Lead and actively provide collaborative leadership of staff in the delivery of all programmes of care.
- Deputise as required to ensure seamless senior leadership in the Cancer Support Centre.
- Support the Centre Lead, Senior Management Team and all Service Leads in the development of services, programmes of support, service delivery and evaluation, leading on agreed projects when required, and contributing to ongoing learning and quality improvement.
- Support the Cancer Lead in the overall day to day management of the Therapeutic Cancer Support Centre.
- Be responsible with the Centre Lead for the creation and maintenance of a warm, relaxed, welcoming environment in the centre for people accessing support services, ensuring that all Centre staff and Volunteers create and maintain good ongoing relationships with those accessing the Centre.
- Ensure people accessing support at the centre feel welcome, special and valued as individuals who are listened to and heard.
- Provide personal input into Cancer Focus NI programmes of cancer support, including assessment of individuals, to include the psychological and emotional state of people attending the centre; providing and facilitating access to information about diagnosis and treatments and supporting people to in the development of an understanding of the information.
- Provide frontline psychological and emotional support supportive programmes of care and support to people affected by cancer (patients, relatives, loved ones, friends), ensuring equitable access for them to all elements of Cancer Focus NI programmes of care and support. Working in partnership with the Counselling Lead and other Therapeutic Service Leads ensure that a psychological risk assessment is undertaken for people accessing Cancer Focus NI support programmes.
- Work collaboratively and in partnership with all Programmes and Therapeutic Service Leads and staff to develop and deliver programmes, this includes networking groups, support groups, workshops, training, education etc; all of these will be undertaken within the framework of Cancer Focus NI supervisory policies and procedures, and professional standards.
- Ensure all programme materials and resources are up to date, relevant, and that these are maintained and utilised effectively in the provision of cancer support programmes.
- Ensure ongoing engagement with all people using the centre or accessing support programmes, working with staff and volunteers providing programmes of care, actively seeking feedback and supporting evaluation of programmes of care/support to inform ongoing development and improvement in services provided.

- Support the Centre and Service Leads in raising awareness of the Centre and services in the local community, with local and regional health service and local care providers and in the local community.
- Be responsible for always supporting staff and volunteers, supporting the Centre Lead in the delivery of weekly staff support and supervision meetings participating in these meetings in the context of peer support.
- Support the Centre Lead to ensure all staff engage in appropriate CPD and training, ensuring up to date knowledge about cancer diagnosis and treatment.
- Work with the Cancer Centre Lead and Senior Management, develop close working relationships with NHS staff including Trust staff, GP practice staff and community health service providers
- Maintain active engagement on all Safeguarding matters so that issues are dealt with in the interests of the person concerned in a professional manner, with appropriate escalation to, and involvement of senior management and external agencies
- Support the Centre Lead in the creation and support of opportunities to provide student placements, teaching and training support working with local teaching facilities and universities; and providing teaching input with regards to Cancer Focus NI programmes and services in the local community, working closely with the Keeping Well and Cancer Prevention Teams, providing leadership and support as required.
- Ensure effective administration support for programmes, and for the collation and reporting of statistical data in relation to programme activity and use of support services in the Centre.
- Work closely and in partnership with the Fundraising and Corporate Communication Team to develop and maintain relationships with key voluntary stakeholders and supporters in the local community
- Support the Centre Lead to ensure that funder requirements are met including completion of reports, monitoring and evaluation requirements as agreed with funder and in line with Cancer Focus NI policy and procedures.
- Work with the Centre Lead, Senior Managers and colleagues to support the development of Cancer Focus NI in and across Northern Ireland.
- Act as a guardian of the Cancer Focus NI brand at all times.
- Support the Centre Lead with all aspects of the Centre's administration and management, including security, building maintenance, health and safety, ordering and management for Centre consumables.
- Provide management and leadership of staff including full and part time employed staff, sessional staff and volunteers within the centre, contributing to training.
- Participate in the management of the highly skilled multi-disciplinary team, utilising sensitive interpersonal negotiating and leadership skills.
- Conduct annual appraisal for staff who you are directly responsible for.
- Responsible for ensuring any audits are undertaken in a timely manner.
- Support the Centre Lead in the preparation and presentation of the Centre's work on an annual basis (or when required) for CEO, Board, SMT

- Responsible for the recording and reporting of all data in relation to the work of the Centre, completion of monthly reports on the Centre's activity, relevant programme evaluation and outcome data.
- Responsible for seeking and providing support in complex, emotionally challenging situations, contributing to the wellbeing of self and others.

Corporate Role

Work closely and in partnership to support the Cancer Centre Lead and SMT to: -

- Effectively build and develop key stakeholder relationships to promote and develop Cancer Focus NI Services and the Therapeutic Centre ethos.
- To attend external meetings where appropriate.
- To further existing partnership arrangements, and develop new partnership arrangements, with statutory, voluntary and private organisations in the local and wider community.
- To work as part of a multi-disciplinary team to support people with cancer and their families.
- To represent and promote Cancer Focus Northern Ireland and its objectives as required.
- To promote existing Cancer Focus NI services as appropriate.
- To support development of new services as required.
- To demonstrate commitment to the values of Cancer Focus NI.
- To carry out any other duties as may be required by Cancer Focus Northern Ireland.

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

Therapeutic Cancer Support Centre Nurse Specialist

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

- Registered Nurse on the live NMC register, Part 1: Level 1
- A Postgraduate Qualification in Cancer Care

Experience

- Five years post-qualification experience, two of which must include cancer care in a health care environment
- Demonstrable experience of Team Leadership

Knowledge

- Demonstrable up-to-date knowledge of complications of treatment for patients receiving oncology SACT treatment
- Knowledge of Service Improvement
- Knowledge and skills in relation to an aspect of cancer care
- Evidence of continued personal and professional development

Skills

- Excellent communication and interpersonal skills
- Ability to deal with difficult and complex emotional situations
- Ability to plan and work on own initiative
- Ability to manage a workload with competing priorities
- Organisational and negotiation skills
- Ability to teach in formal and informal settings
- IT proficient including in the use of spreadsheets and databases

Personal Qualities

- Enthusiastic about working directly with people affected by cancer within an innovative multidisciplinary team with a drive and commitment to continuous improvement
- Empathetic and supportive

Desirable Criteria

Qualifications

- A health-related degree

Experience

- Experience in SACT /Acute Oncology services
- Experience in group facilitation
- Experience working with volunteers or as a volunteer
- Experience in delivering presentations

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

There will be a requirement for some travel with overnight stays, along with some evening or weekend work and unsocial hours, requiring a flexible approach to working.

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 (reduced hours, hybrid-working)
- 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
- Time Off in Lieu (TOIL) for additional hours worked
- 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, 14th February 2025.

Interview dates: Week commencing 24th 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: hradmin@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.