### **CANCER FOCUS NORTHERN IRELAND**

###

# JOB DESCRIPTION

**Job Title: Internship - Schools Programme Delivery**

(Suit students seeking classroom experience for PGCE applications

 or working with young people)

**Responsible To:** Programme Coordinator, Schools and Young People

**Location:** 40-44 Eglantine Ave, Belfast, BT9 6DX (working in schools in home area)

**Duration:**  46 weeks

**Bursary:** £5,000 pa plus travel costs

**Start:** 2nd September 2019 (or as soon as possible after this date)

**Applications:** CV and cover letter toeileendonnelly@cancerfocusni.org

**Application Deadline:** 5pm Monday 26th August 2019

**Main responsibilities:** To facilitate the delivery of Cancer Focus NI cancer prevention programmes in schools and Regional Colleges. Successful applicants will work as part of a wider team with a comprehensive induction programme and support available throughout the placement.

**Generic duties**

Deliver cancer prevention programmes in Primary/Post Primary Schools and Regional Colleges in NI

* Manage own portfolio of schools, building rapport and establishing relationship with teachers
* Communicate regularly with established contacts through visits, telephone, email and postal enquiries as relevant
* Attend meetings reporting on targets and assisting with monitoring and evaluation
* Prioritise workload to cater for schools in areas of social deprivation
* Attend community events within Interns geographical area as required
* Attend training sessions as appropriate
* Adhere to Cancer Focus NI policies and procedures including social media, safe guarding, receiving donations, health & safety. etc.
* Liaise with other Cancer Focus NI departments as required
* Conduct a research project of your own interest and the organisation
* Any other duties as determined by Line Management

Successful candidates must **hold a full, current driving licence and have access to the use of a car** or other appropriate form of transport to carry out the duties of the post.

**Previous experience of working with young people would be an advantage**