

Senior programme manager,

Train the Trainer

Directorate

Research, support and influencing

Team

Public health, inclusion and awareness

Reporting manager

Associate director, public health, inclusion and awareness

Direct reports

Public health development manager x 2 (1 x England and 1 x Scotland)

Our charity

We're Breast Cancer Now, the research and support charity. We're the place to turn to for anything and everything to do with breast cancer. However you're experiencing breast cancer, we're here.

The brightest minds in breast cancer research are here. Making life-saving research happen in labs across the UK and Ireland. Support services, trustworthy breast cancer information and specialist nurses are here. Ready to support you, whenever you need it. Dedicated campaigners are here. Fighting for the best possible treatment, services and care, for anyone affected by breast cancer.

Why? Because we believe that by 2050, everyone diagnosed with breast cancer will live – and be supported to live well. But to create that future, we need to act now.

Overview of the directorate

The research, support and influencing directorate is responsible for delivering Breast Cancer Now's work, through our research, our award-winning services and our successful campaigning. It brings together our research portfolio, our support services (including our helpline), our team of nurses, our health and patient information, our public health inclusion and awareness team, and our work on policy and influencing.

The directorate has a central role in making sure we achieve our vision, that by 2050, all those who develop breast cancer will live, and live well, and this cannot be achieved without the support and guidance of our partners, our supporters and those affected by breast cancer.

Thanks to the work of the directorate, we will provide support for those affected by breast cancer today and hope for the future.

Job purpose

To work across teams within Breast Cancer Now and externally, to plan and manage, as part of Breast Cancer Now's exciting transformational growth plans, the execution and delivery of a 3-year pilot, train the trainer programme, in defined targeted areas within England and Scotland.

To help drive forward the public health, inclusion, and awareness team's work across the UK, which is to empower patients and the public to play a full role in managing their own risk of getting breast cancer, diagnosing breast cancer earlier and improving their quality of life after a breast cancer diagnosis and treatment, thereby reducing the risk of recurrence.

Key tasks and duties

Train the Trainer programme

- To be the lead for the development and delivery of Breast Cancer Now's Train the Trainer programme and act as a source of expertise on the programme across Breast Cancer Now and externally.
- To create and ensure the programme delivery team maintain all project documentation and status reporting including project objectives, requirements, deliverables, success criteria, milestones, dependencies, programme status, timelines and budget. Work within an Agile framework.
- To support the associate director, public health, inclusion and awareness in leading the team to deliver activities as identified in the strategy and team business plans.
- To directly manage a remote team of delivery staff and external suppliers including an independent evaluation agency, providing support and direction as required
- To oversee the development and execution of a small grants fund to support this programme of work.
- To maintain quality standards of programme activity and adhere to procedures ensuring the ongoing monitoring and evaluation of that activity, including gathering data, producing reports and analysing other statistical information as required applying the principles of project management.
- To maintain records of the programme team's activity, ensuring these are kept accurate and up to date in accordance with organisational and data protection guidelines.
- To continually review procedures and systems and recommend improvements to contribute to the programme team's efficiency and effectiveness.
- To build and manage internal and external relationships particularly within the pilot locations.
- To create suitable programme governance and steering frameworks, manage stakeholders, RACI and communications for the overall high-level delivery schedule and project status.

- To represent and give presentations to people at all levels including senior stakeholders internally, in the NHS, community and private sector by supporting communications, being on networks and attending conferences and meetings.
- To oversee the delivery of public health and inclusion initiatives, campaigns and projects, including building new relationships at a local level and across the UK with external organisations and groups from under-represented communities; and continually develop an understanding of the UK wide public health sector in relation to public health.
- To oversee and advise on aspects of the administration for the project team, including (but not limited to) preparing papers for meetings, processing invoices for suppliers, overseeing contract processes and developing systems to monitor public health activity relating to Train the Trainer.
- Adhere to all Breast Cancer Now's policies and procedures.
- Any other duties within the scope and remit of the role, as agreed with your manager.

General

- To be a collaborative and effective member of the team who is prepared to share ideas and find common solutions, and who will present a positive impression of the team and the charity.
- To promote a constructive and sensitive approach to the delivery of the public health, inclusion and awareness team's work.
- To recognise, respect and be an ambassador for equity and inclusion across our work and in your working practices.
- To attend internal and external meetings, and training as required.
- To travel throughout the UK and work outside of normal office hours when required and with notice.
- To adhere to all Breast Cancer Now's policies and procedures.
- To undertake any other duties that are within the scope and remit of the role and as agreed with your manager.

Person specification

Experience

It's **essential** for you to have the following:

	Method of assessment	
	Shortlist	Interview
A track record of delivering high level projects and programmes	x	x
Extensive experience of project/programme management	x	x
In having run behaviour change projects and programmes, including community based and digital interventions	x	
A track record of developing and delivering both e learning and face to face training programmes, or public health activities, to different stakeholder groups e.g. staff, communities, education settings and/or health care professionals	x	x
Extensive experience of communicating at all levels, including to senior stakeholders internally, in the NHS, community and private sector and delivering complex information in an accessible way	x	x
Of working with underrepresented groups	x	
Of undertaking projects and programmes independently and seeing them through to completion, including managing and evaluating projects independently and/or agencies	x	
An excellent understanding of the wider determinants of health and health inequalities, the factors that affect people's health related behaviour and a commitment to addressing these inequalities		x
Extensive experience of managing people including budget and matrix management	x	x

It's **desirable** for you to have the following:

	Method of assessment	
	Shortlist	Interview
Of working within the charity/voluntary sector (paid or unpaid)	x	
Of working in a cancer care environment	x	
Of working with teams in different geographical areas		x

Skills and attributes

It's **essential** for you to have the following:

	Method of assessment	
	Shortlist	Interview
Excellent communication (verbal and written), interpersonal and networking skills and the ability to show tact and discretion particularly when working with under-represented groups	x	
Excellent time management skills with the ability to prioritise own workload, deal with conflicting demands across multiple projects and meet tight deadlines	x	
Excellent IT skills of using MS and database packages, including Outlook, Word and Excel	x	
Ability to understand and apply the principles of behaviour change research to communications and activities	x	
Ability to work independently as part of a dispersed UK-wide team, and to be adaptable to change		x
Ability to work flexibly and have a willingness to travel throughout the UK and work outside normal office hours when the occasion demands		x

Knowledge

It's **essential** for you to have the following:

	Method of assessment	
	Shortlist	Interview
Excellent knowledge of monitoring and evaluating activity and reporting outcomes independently and/or through external agencies		x
Excellent knowledge of working with a diverse range of organisations, communities and other stakeholders		x
Experience and knowledge in health promotion/public health	x	
Knowledge or experience of UK healthcare systems and the current challenges they face	x	

Role information

Key internal working relationships

You'll work closely with the following:

- Brand, marketing and communications team
- Corporate partnerships team
- Data team
- Digital team
- Internal communications and engagement manager
- Fundraising, communications and engagement directorate
- Nursing, healthcare professional engagement and health information team
- Services team
- Supporter care team
- Impact and evaluation team

Key external working relationships

You'll work closely with the following:

- A broad range of stakeholders including community groups and organisations in England and Scotland
- Agencies and suppliers
- NHS, community and voluntary organisations

General information

Role location and our hybrid working model	<p>This role involves significant travel across England (London and Leicester) and Scotland (Glasgow and Lanarkshire). Therefore, you can either be home based or office based at our London, Glasgow or Sheffield office if within reasonable commuting distance.</p> <p>If based at our London, Glasgow or Sheffield office, our hybrid working model allows you to work up to 3 days per week at home. The other days will be primarily based in:</p> <p>Ibex House, 42-47 Minories, London EC3N 1DY (open Monday to Thursday)</p> <p>Robertson House, 152 Bath St, Glasgow G2 4TB (open Wednesday and Thursday)</p> <p>or</p> <p>St James House, Vicar Lane, Sheffield S1 2EX (open Monday to Thursday)</p>
Hours of work	35 per week, Monday to Friday

Contract type	Fixed term for 3 years
Medical research	We fund medical research of which some may involve the use of animals. Our aim is to save lives and our research using animals is only when there's no alternatives.
Conflict of interests	You'll be obliged to devote your full attention and ability to your paid duties. You shouldn't engage or participate in any other business opportunity, occupation or role (paid or non-paid) within or outside of your contracted hours of work which could impair your ability to act in the best interests or prejudice the interests of the charity or the work undertaken.
Immigration, Asylum and Nationality Act 2006	You shouldn't have any restrictions on your eligibility to indefinitely work or reside in the UK.
Our commitment to equity, diversity and inclusion	We're committed to promoting equity, valuing diversity and creating an inclusive environment – for everyone who works for us, works with us, supports us and who we support.

How to apply guidance

We hope you choose to apply for this role. In support of your application, you'll be asked to submit your **anonymised** CV which means removing all sensitive personal information such as and for example, your name, address, gender, religion and sexual orientation. You're also asked to provide a supporting statement. When doing so please ensure you refer to the essential criteria on the person specification and clearly provide as much information as possible with examples to demonstrate how and where you meet the criteria.

Job description dated June 2024

Find out more about us at
breastcancernow.org

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CANCER
NOW** The research &
support charity