

Senior officer, public health, inclusion and awareness



Directorate

Research, support and influencing

Team

Public health, inclusion and awareness

Reporting manager

Public health, inclusion and awareness manager

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 support the development and delivery of 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.

To support the delivery of activities to drive forward Breast Cancer Now's equity, diversity and inclusion agenda to ensure we achieve the pledges, recommendations and actions set out in our plans and champion our commitment to celebrate diversity, challenge and address inequality, and help build an inclusive environment for all people affected by breast cancer.

Key tasks and duties

- To support the reporting line manager in the development and delivery of public health and inclusion initiatives, campaigns and projects, including building relationships at a local level with external organisations and groups from under-represented communities
- To maintain quality standards of our public health 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
- To understand and explain equity, diversity and inclusion issues in our public health work clearly, and to give presentations as required to people at all levels
- To seek new partnerships with relevant organisations to further Breast Cancer Now's public health work
- To support the reporting line manager to deliver public health activities as identified in the strategy and team plans
- To represent the public health, inclusion and awareness team's work by supporting communications, and attending events conferences and meetings
- To support the reporting line manager in the development of public health resources and training materials in a variety of accessible formats
- To maintain records of the team's activity, ensuring these are kept accurate and up to date in accordance with organisational and data protection guidelines
- To oversee aspects of the administration for the team, including (but not limited to) preparing papers for meetings, processing invoices, overseeing contract processes and developing systems to monitor public health activity
- To build and maintain relationships with key contacts across various teams at Breast Cancer Now

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 work collaboratively and individually 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 equality and inclusion across our work and in your working practices
- To attend internal and external meetings, and training as required
- 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

Qualifications and experience

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

	Method of assessment	
	Shortlist	Interview
Experience and a qualification in health promotion/public health	Y	Y
Demonstrable experience of working within a health and wellbeing environment, delivering or promoting public health initiatives, campaigns or projects	Y	Y
Working with a diverse range of organisations and communities	Y	Y
Delivering information and presentations	Y	Y
Working in partnership and maintaining relationships with a variety of stakeholders, healthcare professionals, service users and staff	Y	Y
Monitoring and evaluating activity and reporting outcomes	Y	Y

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

	Method of assessment	
	Shortlist	Interview
Of working with older women, socially disadvantaged women and those from diverse communities.	Y	
Of working in a cancer related environment	Y	
Of working with a busy team and with teams based in different geographical areas	Y	Y
Of developing and delivering diverse range of health information and communications	Y	Y

Skills and attributes

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

	Method of assessment	
	Shortlist	Interview
Excellent organisational and time management skills, including the ability to multi-task effectively i.e., the ability to work on own initiative, prioritise workload, manage conflicting priorities and meet tight deadlines	Y	Y
Excellent communication skills (verbal and written), including public speaking skills and the ability to relate sensitively to a wide range of people	Y	Y
The ability to motivate and support staff in delivering		Y

Equity Diversity and Inclusion objectives		
Excellent written and verbal communication skills, with the ability to communicate effectively with a wide range of people	Y	Y
Willingness to undertake training to contribute to professional development	Y	Y
Strong analytical skills and the ability to interpret and summarise evidence from multiple sources for a range of audiences	Y	Y

Knowledge

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

	Method of assessment	
	Shortlist	Interview
Of health Promotion/public health work	Y	Y
Of equity, diversity and inclusion and the different factors and population groups that experience inequalities in health	Y	Y
Of factors that affect people's health related behaviour and commitment to addressing these inequalities		Y
Of IT systems including Windows in particular Word, Excel, Power Point and Outlook	Y	Y
Understanding of, and commitment to, current data protection legislation.	Y	Y
Knowledge or experience of UK public health systems and the current challenges they face		Y

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

	Method of assessment	
	Shortlist	Interview
Knowledge or experience of UK healthcare systems and the current challenges they face		Y

Role information

Key internal working relationships

You'll work closely with the following:

- Brand, marketing and communications team
- Corporate partnerships team
- Data team
- Equity, diversity and inclusion group
- Internal communications lead
- Nursing and health information team
- Services team
- Supporter care team

Key external working relationships

You'll work closely with the following:

- A broad range of stakeholders including community groups and organisations across the UK
- Agencies and suppliers

General information

Role location and our hybrid working model	This role is based in our London office. However, our hybrid working model allows you to work up to 3 days per week at home. The other days will be primarily based in The White Chapel Building, 10 Whitechapel High Street, London, E1 8QS (open Monday to Friday)
Induction	It's important you have a positive induction experience and therefore, you'll be asked to consider coming into the office more frequently during your initial period of employment. This will enable you to get to know your manager and team colleagues quicker. This also allows you induction process to be meaningful and comprehensive, allowing for support to be provided more readily. Thereafter you will be able to follow the hybrid working model as described above.
Hours of work	35 per week, Monday to Friday
Contract type	Permanent

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 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 March 2025

Find out more about us at
breastcancernow.org

**BREAST
CANCER
NOW** The research &
support charity