

Public health, inclusion and awareness coordinator



Directorate

Research and public health

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 and public health directorate is responsible for delivering Breast Cancer Now's research portfolio, and the work that we do on public health and breast cancer awareness.

The research team oversees our research portfolio and ensures that the c£15 million we spend on research each year is invested in innovative and ground-breaking studies. The team manages our grant finances, oversees the scientific reviews and renewals of our research, and evaluates the success of the research we fund against our strategy

The public health, inclusion and awareness team develops and delivers Breast Cancer Now's public health initiatives. These include raising awareness of breast cancer (including through our Touch Look Check messaging) and communicating to the public the importance of early diagnosis and prevention. The team makes sure that all our work addresses health inequalities and is representative and inclusive.

The two teams in the directorate play a central part in making sure we achieve our vision, that by 2050, all those who develop breast cancer will live, and live well. Their work 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

This role will help to 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.

To work closely with the public health, inclusion and awareness manager to support the growth and expansion of a public health talks programme, leading on public health talks coordination. To also support with day-to-day tasks to ensure the smooth running of the wider public health, inclusion and awareness team.

Key tasks and duties

- To support the reporting line manager with public health volunteer recruitment and scoping to enable the delivery and expansion of the public health talks programme
- To be the first point of contact for public health talks and queries and co-ordinate public health talk requests
- To ensure a positive and smooth relationship with public health talks volunteers, working with the volunteering team to enable this
- Facilitate a well-supported transition onto the volunteering team through training and shadowing sessions
- To maintain relationships with hosts (external organisations) throughout the public talks planning and ensure they follow the public health talks processes.
- To direct hosts or public health volunteers to further resources in or outside Breast Cancer Now
- To support in the development, review and updating of public health volunteer resources and training materials
- To oversee volunteer requests from external stakeholders, working with colleagues and volunteers to meet requests in line with policies, guidelines, and best practice
- To keep up to date records on unity in line with GDPR and data compliance. To develop new queries and/or collaborate on other data tracking
- To be highly organised, take team meeting minutes, support with hotel and travel bookings and any other reasonable tasks the team may need

General

- To be a collaborative and effective member of the public health inclusion and

awareness team prepared to share ideas and find common solutions, presenting 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 teams' work
- To recognise, respect and promote equity diversity 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 |
| Working in a customer or client facing role | X | X |
| Of Volunteer co-ordination | X | |
| Of undertaking projects independently and seeing them through to completion | | X |

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

| | Method of assessment | |
|--------------------------------------|----------------------|-----------|
| | Shortlist | Interview |
| Of working within the charity sector | 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. The ability to be professional, approachable, and friendly in dealing with the public and colleagues | X | X |
| Excellent time management and organisational 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 | |
| The ability to successfully work as part of a team or independently and adapt to change | X | X |
| The ability to show tact and discretion when dealing with sensitive and confidential information | X | |
| Ability to occasionally work outside of working hours | X | |

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

| | Method of assessment | |
|--------------------------------------|----------------------|-----------|
| | Shortlist | Interview |
| Facilitation and presentation skills | X | X |

Knowledge

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

| | Method of assessment | |
|--|----------------------|-----------|
| | Shortlist | Interview |
| Proactive and excellent working knowledge of relationship management databases e.g., Unity, Enterprise and/or Raisers Edge | X | |
| Good working knowledge of customer service principles and etiquette | X | X |
| Excellent knowledge of working with volunteers and/or other stakeholders | X | X |
| Good knowledge of GDPR and handling sensitive information | X | |

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

| | Method of assessment | |
|--|----------------------|-----------|
| | Shortlist | Interview |
| Knowledge of the health or cancer sector | X | X |
| Awareness and understanding of breast cancer issues or other conditions/willingness to learn | X | |
| Awareness of the emotional impact of working in an environment where breast cancer or other conditions are openly and frequently discussed | X | X |

Role information

Key internal working relationships

You'll work closely with the following:

- Volunteering team
- Brand, marketing and communications team
- Digital team

Key external working relationships

You'll work closely with the following:

- External organisations including community groups and larger organisations
- Suppliers
- Volunteers

General information

| | |
|---|--|
| Role location and our hybrid working model | <p>This role can be based in either our Cardiff, Glasgow, London or Sheffield 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:</p> <p>6th Floor, The White Chapel Building, 10 Whitechapel High Street, London E1 8QS (open Monday to Friday)</p> <p>Robertson House, 152 Bath St, Glasgow G2 4TB (open Monday to Thursday)</p> <p>St James House, Vicar Lane, Sheffield S1 2EX (open Monday to Thursday)</p> <p>Or</p> <p>Tudor House, 16 Cathedral Road, Cardiff CF11 9LJ (open Monday to Thursday)</p> |
| Induction | <p>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.</p> |
| Hours of work | <p>35 per week, Monday to Friday</p> |

| | |
|--|---|
| 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 CV. 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 July 2025

Find out more about us at
breastcancernow.org

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CANCER
NOW** The research &
support charity