

# Living with secondary breast cancer group facilitator (face-to-face services)

## **Directorate**

Support and influencing

## **Team**

Secondary services

## **Accountable to**

Kate Lawson, Services coordinator, secondary breast cancer

## **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.

## **Job purpose and overview of our secondary breast cancer service**

To facilitate monthly Living with Secondary Breast Cancer (LWSBC) groups in one (or more) of our group locations across the UK, in this case Manchester.

Groups run 11am- 1pm (1:30pm every three months) on the third Wednesday of each month in the Withington area of Manchester.

LWSBC is our service for people living with a secondary (metastatic) breast cancer diagnosis. The groups offer a safe space where people can come to talk freely and share experiences and mutual support with others who understand, away from friends and family. They are not therapeutic support groups in the traditional sense but are delivered in accordance with our UK-Wide service model, developed and tested for over 10 years.

The groups, usually attended by around 10– 15 people, are facilitated by a qualified and experienced counsellor or psychotherapist, who has the therapeutic skills to ensure attendees are supported to talk about difficult topics related to living with a life-limiting illness in a group setting. The service also provides an opportunity to learn

more about secondary breast cancer and how it is managed, with a guest expert speaker every quarter.

In a small number of our groups the facilitator is supported by a volunteer and in these instances the role also includes supporting and directing the volunteer in their work.

### Key tasks and duties

- Facilitate monthly LWSBC group, drawing upon your therapeutic skills as required to ensure all participants are given appropriate time to share. This will include facilitating discussions around challenging topics such as end of life, offering support to attendees and signposting them to other services when appropriate.
- Work independently in your locality (Manchester), supported by Breast Cancer Now staff from one of our regional offices.
- Prepare in advance for each session. This includes familiarising yourself with relevant risk assessments and health and safety procedures, arriving in good time to set up the room where required and liaising with venue staff upon arrival to confirm any practical arrangements such as refreshments.
- All communication and administrative tasks associated with the service which includes but is not limited to, familiarising yourself with a pre-session report on attendees and their support needs, submitting a brief written report to Breast Cancer Now within 3 working days after each session and completing a telephone/video call debrief within 10 working days of the session.
- Ensure speakers deliver sessions within the allotted timeframes and facilitate question and answer sessions appropriately.
- Offer direction and support to volunteer, where applicable, liaising with Breast Cancer Now staff.
- Act as an ambassador of Breast Cancer Now, keeping up to date with key organisational updates and ensuring the service is delivered in line with Breast Cancer Now's service quality standards and agreed outcomes.
- Build good relationships with healthcare professionals and speakers in the region.
- Work within Breast Cancer Now policies and procedures.
- Recognise, respect and promote equality and inclusion across our services and in your working practices.
- Attend occasional meetings and undertake key training as required.

# Person specification

## Qualifications and experience

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

	Method of assessment	
	Shortlist	Interview
Core practitioner training – minimum Level 4 diploma in counselling	<b>X</b>	
Experience of facilitating groups.	<b>X</b>	<b>X</b>
Experience of using therapeutic skills to work with people affected by cancer or a life-limiting long-term condition, or other vulnerable/sensitive group.	<b>X</b>	<b>X</b>
Access to supervision through your main employer or other routes.	<b>X</b>	<b>X</b>

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

	Method of assessment	
	Shortlist	Interview
Membership of a relevant professional body (such as BACP, COSCA, NCS, UKCP).	<b>X</b>	
Experience of facilitating ongoing support groups for people affected by cancer or a life-limiting long-term condition, or other vulnerable/sensitive group.	<b>X</b>	
Experience of working in the voluntary sector (paid or unpaid) or in a health or social care setting.	<b>X</b>	
Experience of working with and supporting volunteers.	<b>X</b>	

## Skills and attributes

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

	Method of assessment	
	Shortlist	Interview
Warm, approachable and able to put people at ease.	<b>X</b>	<b>X</b>
Excellent time management skills.	<b>X</b>	<b>X</b>
Ability to communicate sensitively with people facing difficult challenges.	<b>X</b>	<b>X</b>
Ability to facilitate difficult discussions around challenging issues, in a group setting.	<b>X</b>	<b>X</b>
Ability to use own initiative and be reactive to change.	<b>X</b>	<b>X</b>
Ability to work collaboratively with other colleagues and teams at geographical sites.	<b>X</b>	
Ability to represent the organisation professionally.	<b>X</b>	<b>X</b>
Ability to work independently and deal with unforeseen incidents where they arise.	<b>X</b>	<b>X</b>
Ability to use IT packages such as Outlook and Microsoft Office.	<b>X</b>	
Ability to travel and live within travelling distance of the Living with Secondary Breast Cancer group.	<b>X</b>	<b>X</b>

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

	Method of assessment	
	Shortlist	Interview
Ability to adapt to organisational change.	<b>X</b>	
Good administration skills.	<b>X</b>	

## Knowledge

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

	Method of assessment	
	Shortlist	Interview
Understanding of and commitment to the importance of	<b>X</b>	

maintaining confidentiality and adhering to General Data Protection Regulation (GDPR).		
Understanding of and commitment to diversity and equal opportunities.	<b>X</b>	

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

	<b>Method of assessment</b>	
	<b>Shortlist</b>	<b>Interview</b>
Knowledge and understanding of the particular issues and challenges faced by people living with secondary breast cancer.	<b>X</b>	
Knowledge of the NHS or healthcare systems.	<b>X</b>	

# Role information

## Key internal working relationships

You'll work closely with the following:

- Services manager, secondary breast cancer
- Services coordinators, secondary breast cancer
- Services support team
- Breast Cancer Now volunteers

## Key external working relationships

You'll work closely with the following:

- Services manager, secondary breast cancer
- Services coordinators, secondary breast cancer
- Services support team
- Breast Cancer Now volunteers

## General information

<b>Role location and our hybrid working model</b>	<b>Manchester</b>  Our services are usually held in hospitality or community venues in town or city centres that are accessible via public transport. Parking may or may not be available at the venue. If you would like to know the exact location of our current venue in a specific location please get in touch, although do be aware that venues are subject to change.
<b>Induction</b>	We will provide a full induction for you with the opportunity to attend one of our existing face to face groups or two of our online groups. You will also attend a training session that will last up to two hours (you will be paid to complete your induction).
<b>Hours of work</b>	Our Living with Secondary Breast Cancer Manchester group meets every month, usually the third Wednesday of the month (for specific dates across the year please get in touch): 11am – 1pm, with a slightly longer group each quarter (11am – 1.30pm) when an expert speaker presents on a relevant topic.  There is an additional requirement to complete a debrief with the services coordinator after each group, as well as

	occasional brief introductory calls to new group members and annual mandatory training. (Flat fees payable for each task).
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<b>Contract type</b>	This is offered as a contract for services (on a self-employed basis) and as such the contractor would not be an employee of Breast Cancer Now.
<b>Medical research</b>	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.
<b>Immigration, Asylum and Nationality Act 2006</b>	You shouldn't have any restrictions on your eligibility to indefinitely work or reside in the UK.
<b>Our commitment to equity, diversity and inclusion</b>	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 and in addition to you completing the application form, 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 April 2026

Find out more about us at  
[breastcancer.org](https://breastcancer.org)

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support charity