

# Clinical nurse specialist, secondary breast cancer

## **Directorate**

Support and influencing

## **Team**

Nursing, healthcare professional engagement and health information

## **Reporting manager**

Senior clinical nurse specialist, 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.

## **Overview of the directorate**

The support and influencing directorate is responsible for delivering Breast Cancer Now's work to ensure everyone with or at risk of breast cancer gets the best possible care and treatment and is supported to live well.

We provide trusted information, connection and support to people affected by breast cancer across the UK. We work with healthcare professionals and healthcare teams to support them to provide the best possible care. And we are a powerful advocate, standing alongside people affected by breast cancer in calling for change.

This role is in the nursing, healthcare professional engagement and health information team.

## **Job purpose**

The clinical nurse specialist- secondary breast cancer will act as a resource for Breast Cancer Now, clients, healthcare professionals and the wider public on breast cancer and breast health.

The job purpose includes:

## Service delivery, and service development

- You'll act as a specialist resource for Breast Cancer Now, clients, healthcare professionals and the wider public on the subject of secondary breast cancer
- You'll provide information and support to clients (approximately two days of their week) regarding breast awareness, those with breast cancer or benign breast conditions, secondary breast cancer and anyone affected by these including family and friends. This is through our helpline and Ask Our Nurses (AON) written enquiry service. The AON service is primarily via email, social media and our online Forums
- You'll also work closely with the services team in the planning of services that support people with secondary breast cancer, for example our face to face and online living with Secondary Breast Cancer services and Younger Women with Secondaries Together
- You'll assist in the day to day running of the helpline and Ask Our Nurse Service when required. They will ensure that staff are supported and assist with any issues that may arise throughout the day
- Take part in quality monitoring of services
- Writing and reviewing patient information
- Being one of our press spokespeople
- Being part of the healthcare professional training program

You'll need to be flexible in your availability, as the role may include some evening work, occasional weekends and travel throughout the UK. The helpline service is run throughout the week, and on Saturday mornings (the latter of which is optional). Team training usually occurs twice a year on Saturdays.

There will be a combination of home and office-based working either from our central London office or our Sheffield, Glasgow or Cardiff office.

### Key tasks and duties

#### **Communication**

- To work on relevant Breast Cancer Now services, including the helpline and Ask Our Nurse written enquiry services providing information and support about all aspects of breast health and primary and secondary breast cancer
- To act as a team leader as required, supervising the daily practice of the helpline and Ask Our Nurse team
- Be the clinical lead and resource for the clinical team, the wider organisation and externally on secondary breast cancer
- To communicate clinical and press updates to the team that may impact on enquiries and service demand
- To work with the Breast Cancer Now press team – answering questions or sourcing information, assisting with statements and interviews as required
- To maintain confidentiality

## **Personal and people development**

- To read and keep informed of current developments in breast cancer and breast health, with a focus on secondary breast cancer
- To keep up to date on a national and global perspective on health care policy and provision within secondary breast cancer
- To contribute to the induction of all new starters to the nursing or helpline team and those joining Breast Cancer Now as required
- To co-ordinate the Health Care Professional Support Hub Specialist interest secondary breast cancer nursing group
- To present training sessions, webinars and social media live sessions about secondary breast cancer for staff, healthcare professionals, people affected by breast cancer and volunteers at Breast Cancer Now
- To attend/contribute to conferences or external training courses as required
- To be an effective member of the clinical team, presenting a positive impression of the team and the service
- To recognise, respect and promote the different roles and diversity of the individuals within the team
- To reflect on feedback from the team and adapt as necessary
- To contribute to written clinical updates within the nursing team
- To assess own educational, professional and personal needs as part of the appraisal process
- To be responsible for maintaining own portfolio of revalidation evidence for the Nursing and Midwifery Council
- To attend regular group supervision sessions
- To be competent in most IT and administrative tasks and maintain accurate records

## **Service improvement**

- To work closely with our other teams in the planning and delivery of services that support those living with a diagnosis of secondary breast cancer
- To act as an expert resource on secondary breast cancer for other nurses and helpline staff, to ensure their work is evidence based and their knowledge is up to date
- To act as an internal expert resource for other staff in the wider organisation including our secondary breast cancer services team
- To work with colleagues from the health information team on the production of health information especially secondary breast cancer information packages
- To contribute to writing and reviewing existing and any new Breast Cancer Now information or resources for those with a diagnosis of secondary breast cancer
- To liaise with relevant internal teams and working groups

**Quality**

- To take part in the quality monitoring processes for the helpline and Ask Our Nurse service
- To maintain helpline and Ask Our Nurse templates for our most frequently asked questions
- To hold responsibility for clinical content of own helpline calls and Ask Our Nurse enquiries
- To work within the Nursing and Midwifery Council Scope of Professional Practice and Code of Conduct and maintain own registration

**General**

- To work collaboratively and individually to promote a constructive and sensitive approach to others from a variety of backgrounds, where the work of others is valued and respected
- To attend internal and external meetings, and training as required
- To adhere to Breast Cancer Now's health, safety and wellbeing policy and procedure and all other HR-related policies and procedures and undertake mandatory training
- 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 qualifications and experience:

	Method of assessment	
	Shortlist	Interview
Registered general nurse	<b>X</b>	
Relevant qualification in cancer or breast care nursing, either stand-alone or as part of degree studies	<b>X</b>	
Excellent knowledge of secondary breast cancer and the impact of treatment and living with a diagnosis of secondary breast cancer.	<b>X</b>	
Able to demonstrate knowledge of the issues that all people being treated for breast cancer can face in the shorter and longer term	<b>X</b>	
Current or very recent experience of working directly with breast cancer patients	<b>X</b>	
Formal or informal teaching to a variety of audiences	<b>X</b>	

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

	Method of assessment	
	Shortlist	Interview
Able to demonstrate knowledge of benign breast disease, primary breast cancer, treatment and recovery		<b>X</b>
Giving information and support by telephone and as well as face to face.	<b>X</b>	
Researching and writing health information	<b>X</b>	

## Skills and attributes

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

	Method of assessment	
	Shortlist	Interview
Excellent interpersonal, written and verbal communication skills	X	
Ability to work collaboratively as part of a team and on own initiative	X	
Ability to manage projects and meet deadlines		X
Ability to show tact and discretion when dealing with sensitive and confidential information	X	
A willingness and able to work variable hours, which may include evening work and occasional weekend work		X
An understanding of and commitment maintaining confidentiality regarding client and colleague information	X	
A passion for Breast Cancer Now's vision and mission		X
A commitment to, and understanding of, issues relating to equality of opportunity and the ability to implement change in this area		X

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

	Method of assessment	
	Shortlist	Interview
An understanding of issues relevant to working in the charity sector		X

## Knowledge

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

	Method of assessment	
	Shortlist	Interview
Able to demonstrate excellent knowledge of secondary breast cancer, treatment the holistic needs and support required by those with a diagnosis	X	
Competent and confident in the use of IT systems using several computer applications such as teams, word, excel	X	

and outlook as well as being able to research web-based information		
---	--	--

# Role information

## Key internal working relationships

You'll work closely with the following:

- Nursing team, healthcare professional engagement and health information
- Sessional team
- Helpline and Ask Our Nurse service coordinator
- Services team
- Media and PR team
- Policy, evidence and influencing team
- The wider support and influencing directorate

## Key external working relationships

You'll work closely with the following:

- Health care professionals within the NHS and in private healthcare settings.
- Health care professionals and individuals working within other organisations, such as other charities

## General information

<b>Role location and our hybrid working model</b>	<p>This role is preferably based in our London office. However, working from one of our other regional offices in Sheffield, Glasgow or Cardiff can also be considered</p> <p>Our hybrid working model also allows you to work up to 3 days per week at home. The other days will be primarily based in:</p> <p>6<sup>th</sup> 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>Tudor House, 16 Cathedral Road, Cardiff CF11 9LJ (open Monday to Thursday)</p>
<b>Salary range</b>	<p>The salary range for this role is:</p> <p>£48,088 to £51,063 per annum if Cardiff/Glasgow or Sheffield based</p> <p>£51,063 to £54,000 per annum if London based</p>

<b>Induction</b>	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.
<b>Hours of work</b>	35 per week, Monday to Friday
<b>Contract type</b>	Permanent
<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>Conflict of interests</b>	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.
<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, 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 May 2026

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

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