

# Moving Forward facilitator (in-person)

**Team**  
Services

**Accountable to**  
Services manager, primary 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.

## Role purpose and overview of our Moving Forward service

We know it's not 'back to normal' after breast cancer treatment. The lingering side effects. The fear of it coming back. Those nagging worries that keep you up at night. Everyone expecting you to be the same as you were. To move on. We get it. And we're here to help. With Moving Forward, you'll meet other people who've been through it, who understand. And you'll get the tools to help you feel in control. So you can move forward with your life.

Our Moving Forward courses are a combination of in-person and online support. Courses are delivered in collaboration with local NHS Trusts/Boards and run over 2 half days on consecutive weeks.

The Moving Forward facilitator is locally based, and will support the primary services team, which is responsible for developing and delivering a range of services, working in partnership with the NHS, voluntary and statutory organisations in locations across the UK. The Moving Forward facilitator will represent Breast Cancer Now, facilitate the group interaction, and ensure that the Moving Forward course runs smoothly.

The Moving Forward facilitator will work independently across a geographical area, supported by the primary services team and Breast Cancer Now's local volunteers. Hours can vary across locations but will typically involve delivering 2 - 4 courses a year (each course is 2x 3.5hrs). To work effectively in a changing environment, flexibility is required from the post-holder. Any other tasks that may be requested will be at the same level of responsibility and terms and conditions of employment.

## **Key tasks and duties**

### **Preparation and set up**

- Liaison with the primary services team with regards to preparation and set up of the course.
- Attend briefing to ensure familiarity with all necessary paperwork and final preparations for the start of the course.
- Ensure awareness of local support services to signpost service users to at the course.
- Set up the venue for the start of each session (refreshments, seating, etc.).
- Liaise with Breast Cancer Now's volunteer to establish shared responsibilities for the day.
- Welcome and register course participants on arrival, ensuring people feel at ease and address any initial concerns.
- Welcome health care professionals (where applicable) and address any 'on the spot' issues and or concerns.
- Ensure all Breast Cancer Now's paperwork is completed and safely stored.

### **Course facilitation**

- Ensure sessions start on time and manage time effectively, including sufficient time at the end to 'wind down' or close the session.
- Delivery of the Moving Forward course model, guided by the session plan and course materials.
- Adhere to Breast Cancer Now's organisational values and goals and in line with the objectives identified for the service.
- Ensure Breast Cancer Now brand is visible e.g., wearing lanyard, t-shirt etc.
- Check for any additional hazards not identified on risk assessment and act accordingly.
- Set out group boundaries at the start of each day.
- Actively facilitate and structure discussions as appropriate, including question time.
- Create a safe and confidential space where service users feel comfortable and confident to share their experiences.

- Empower service users to address issues and situations they are facing.
- Provide information to service users about Breast Cancer Now's other relevant services and publications as well as signposting to other relevant organisations where appropriate.
- Ensure service users are aware of the post course evaluation and the importance of completing this.

### **Post-course and follow up**

- Clear the venue and pack away any resources.
- Ensure participants are aware of details of next session.
- Complete reports and other monitoring paperwork.
- Feedback any immediate issues and/or concerns to the services development team.
- Debrief with volunteer and services coordinator and highlight actions or concerns.
- Securely dispose of any notes (paper or electronic) related to the meeting in a timely manner in line with GDPR (General Data Protection Regulation).

### **General**

- Be an ambassador for Breast Cancer Now.
- Work collaboratively with Breast Cancer Now staff and other facilitators.
- Attend training, meetings, updates as required along with keeping up dated on relevant organisation information.
- Ensure quality standards are maintained, as agreed with the primary services team.
- Abide by any guidelines and policies provided.
- Recognise, respect, and promote equality, diversity and inclusion across the service and in working practices.
- Store and share personal data with Breast Cancer Now in accordance with GDPR and specific guidelines.
- Respond promptly to emails and or phone calls relating to the delivery of the service.

# Person specification

## Qualifications and experience

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

	Method of assessment	
	Shortlist	Interview
Experience of facilitating groups		X
Experience of delivering training or educational courses in a health or social care setting	X	
Experience of working with people affected by cancer/ other life-limiting long-term conditions or other vulnerable/sensitive groups	X	

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

	Method of assessment	
	Shortlist	Interview
Experience of coaching	X	
Experience of developing and maintaining relationships with health or social care professionals		X
Experience of working in the voluntary sector (paid or unpaid)	X	

## 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.		X
Confident communicator, both orally and in writing, with excellent presentation skills		X
Excellent organisational and time management skills		X
Having a problem-solving approach and being reactive to change	X	
The ability to relate comfortably to a diverse range of people	X	
A passion for Breast Cancer Now's vision and mission	X	
A team player who is collaborative		X
Ability to show tact and discretion when dealing with sensitive and confidential information		X

Ability to maintain professional boundaries		X
A willingness to work variable hours and to travel within the UK		X

### Knowledge

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

	Method of assessment	
	Shortlist	Interview
Understanding of and commitment to equal opportunities and the willingness to apply this to the work	X	
Good working knowledge of IT systems including Microsoft Office (in particular Word, Excel and Outlook) and access to own IT equipment	X	

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

	Method of assessment	
	Shortlist	Interview
An understanding of the issues faced by people affected by breast cancer	X	

# Role information

## Key internal working relationships

You'll work closely with the following:

- Primary services team
- Breast Cancer Now volunteers

## Key external working relationships

You may work with the following:

- People living with a diagnosis of primary breast cancer.
- Venue staff
- Health professionals
- Cancer support and voluntary sector organisation

## General information

<b>Role location</b>	<p>England North and Midlands</p> <ul style="list-style-type: none"><li>• Chesterfield</li><li>• Sheffield</li></ul> <p>England London and South</p> <ul style="list-style-type: none"><li>• Frimley</li><li>• Isleworth</li><li>• Kingston</li><li>• Norwich/Great Yarmouth</li><li>• Oxford</li><li>• Swindon</li></ul> <p>Scotland</p> <ul style="list-style-type: none"><li>• Fife</li></ul> <p>Services are usually held in hospital or community venues in town or city centres that are accessible via public transport. Parking may or may not be available at the venue.</p>
<b>Hours of work</b>	Variable
<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.

## 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.

Role description dated December 2024

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

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support charity