



## Job Description

### Research and Evaluation Worker (Cancer Screening and Engagement)

<b>Service:</b>	Quality and Innovation Hub, Greater Manchester Cancer Screening Engagement Programme
<b>Responsible to:</b>	Unique Improvements Director
<b>Salary:</b>	£27,754 (£16,652 pro rata)
<b>Normal hours of work:</b>	21 hours per week (pro rata of 35 worked flexibly) <b>This is a 0.6 post</b>
<b>Holiday entitlement:</b>	28 working days (17 days pro rata)
<b>Place of work:</b>	Greater Manchester. The office base is to be finalised. Some home working will be possible but the postholder will travel extensively around Greater Manchester.
<b>Contract length:</b>	For a fixed term expiring on 31 <sup>st</sup> March 2022
<b>Additional Benefits:</b>	Employees are entitled to join the company pension scheme which attracts a 4% company contribution on a like for like basis. All employees receive automatic free basic enrolment in a 'Medicash' health plan which they can make additional contributions to and gain greater benefits.

#### Job summary – main purpose of the post:

The Research and Evaluation Worker is an innovative and challenging role based within the Quality and Innovation Hub of the Greater Manchester Cancer Screening Engagement Programme. This Job Description outlines the expected work priorities and responsibilities across the three years. Supervision and peer support will be available to assist the successful candidate to fulfil this role.

The GM Cancer Screening Engagement Programme is an exciting and new service which seeks to target approaches to improve uptake of NHS cancer screening services from a community led approach. As such, the partnership delivering the programme is required to set up a process to enable the replication of best practice and to share evidence-based approaches across diverse communities. Research and evaluation are essential in order to define what works and to measure the impact of the community interventions arising from the programme.

As Research and Evaluation Worker, you will work with Voluntary and Community Sector Organisations (VCSO) across Greater Manchester to develop research capacity within their teams, to raise awareness of cancer screening programmes and increase uptake. You will co-produce your work with VCSO stakeholders and Cancer Champions

- You will map existing cancer research activity to develop a 'best practice' repository. This will also include research activity across social movements and community development approaches.
- You will support other partners in the multi-strand GM Cancer Screening and Engagement Programme to develop their own metrics and Key Performance Indicators to demonstrate impact. This will include the Cancer Champion workstream, the BME and Equalities Workstream and the Grants Workstream

- You will support the development of a 'How to' guide around evaluation and impact for Cancer Champions, including developing online resources and toolkits and train the trainer approaches
- You do not need to be an 'expert' around cancer screening as full training will be given, although knowledge and experience is a definite advantage. More important is your general evaluation, quality improvement and research skills, your creativity and your ability to provide leadership and support to VCSOs.
- You will help the Programme to understand 'what works', measure 'what works' and do more of 'what works'

You will

- Record and report back on identified Key Performance Indicators to demonstrate successful work and to co-produce a full series of metrics with other stakeholders
- Liaise with evaluation and research networks and quality and innovation programmes to ensure best practice is shared within and from the Programme
- You will also support other Programme wide activity such as supporting the promotion of the Grants Scheme and Cancer Champion recruitment and activity

The post holder will need to be creative, innovative and flexible. You will work occasional evenings and weekends.

## **Main Duties:**

### **1. Develop relationships and engage local Voluntary and Community Sector Organisations in Research and Evaluation Activity.**

- Map existing research and evaluation activity and collate best practice examples into a central resource
- Develop relationships with local stakeholders
- Provide community research training to increase the research capacity across GM
- Support the development of metrics and KPIs across the partnership and help Voluntary and Community Sector Organisations to measure for improvement and impact
- Identify community assets/passports in the community to work across programme activity and to use as exemplars in sharing what works.
- Encourage "Buy In" with other organisations and workplaces and support Cancer Champion recruitment efforts
- Partner with external stakeholders to share best practice around cancer screening and to ensure best practice is fed into the Cancer Champions training to ensure the best overall training offer for Cancer Champions across Greater Manchester

### **2. Support the development of a Research and Evaluation Process**

- Contribute to the development of a Process and Outcome evaluation plan for use across the Programme. This will support the Partnership Delivery Plan and will be co-produced with the other members of the partnership and other stakeholders.
- Support the development of detailed KPIs across the Partnership. These will be used in monthly and quarterly reporting to demonstrate progress against objectives.
- Support work to develop training evaluation processes that can be applied consistently across the Programme. This will include peer to peer evaluation and follow up, to track training outcomes, using Kirkpatrick's evaluation model

### **3. Deliver Community Research Training and develop training tools/resources**

- Deliver training through a variety of delivery methods including classroom instruction, virtual training and other creative approaches designed to maximise learning outcomes

- Identify, recruit and support community assets/Cancer Champions to develop and deliver cascade community research training and resources/toolkits, including producing a 'How To Guide'
- Manage logistics for training activities including venues and equipment
- Prepare venue Risk Assessments
- Establish and maintain relationships with external training suppliers
- Manage and maintain in-house training equipment
- Keep current on training design and methodology
- Create and/or deliver a range of e-learning packages including webinars and other online resources
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#### **4. Monitoring, evaluation and marketing**

- Together with local stakeholders, co-produce a range of metrics that can demonstrate impact and outcomes
- Provide feedback to participants and other programme staff around research and evaluation approaches
- Collect data and produce regular research and evaluation workstream monitoring reports
- Collect qualitative data including case studies
- Take part in weekly update meetings with the Quality and Innovation Hub team
- Engage with any external evaluation of the service
- Contribute to the marketing of the service within and without Greater Manchester by promotion and corporate behaviour
- Prepare information for sharing more widely in accordance with the comms plan. (E.g. best practice and what works)
- Prepare and deliver presentations at events
- Together with the Programme Communications Team, promote work through social media, press release and other communication activities

#### **5. General work-related expectations – for all staff.**

1. Maintain and develop networks, both formal and informal, with local stakeholders, including other workstreams within the GM Cancer Screening and Engagement Programme
2. Work within Unique Improvement's mission and values.
3. Contribute to the wider organisational work streams as required
4. Contribute to organisational planning and development.
5. Work in accordance with all policies and procedures of the organisation.
6. Work in accordance with all relevant legislation.
7. Contribute to the organisation's marketing and publicity.
8. Undergo regular supervision and annual appraisal.
9. Attend regular staff meetings, trainings and other meetings as requested.
10. Identify self-learning and development opportunities
11. Undertake any other duties appropriate to the post, as required.

## Person Specification

### Research and Evaluation Worker

Requirements	Essential/D esirable	Method of Assessment
<b>1. Skills and competencies</b>		
(a) Experience of research and evaluation, particularly in community settings.	E	A
(b) Ability to perform mapping and desk-based research	E	A
(c) Ability to develop project plans and implement work delivery plans.	E	A
(d) Experience of designing metrics and measurement tools	D	A
(e) Strong ability to value, motivate and support others, both individually and as a team.	D	A/I
(f) Strong problem-solving and decision-making skills.	E	A
(g) Effective planning skills, using objective setting and prioritisation, including for risk management.	E	A
(h) Ability to actively promote health concepts in public and community settings.	D	A
(i) Excellent communication skills in English – written, verbal and listening.	E	A/I
(j) Strong ability to influence, persuade and negotiate, including to manage conflict and to facilitate groups and discussions.	D	A/I
(k) Good level of competence with Microsoft Office (or similar) packages, including Word and Excel.	E	A/I
(l) Good skills in recording, managing and presenting information.	E	A
<b>2. Knowledge – type and depth</b>		
(a) Knowledge of cancer prevention and early detection of cancer, including cancer screening	D	A
(b) Good knowledge of research theory and practice	E	I
(c) Proven knowledge of process and outcome evaluation	E	I
(d) Experience of training evaluation approaches	E	A/I
(e) An understanding of inequalities and how it impacts on health	D	I
(f) Knowledge of Community and Voluntary Sectors/Local Authority and/or NHS systems	D	A
(g) Good knowledge of key factors influencing health and wellbeing.	D	A
(h) Knowledge of Greater Manchester and its communities.	D	A
<b>3. Experience – quality and relevance</b>		
(a) A minimum of two years' experience of conducting research and evaluation, preferably including the community and voluntary sector	E	A
(b) Proven experience of management, supervision and development of individuals or teams, without direct supervision.	D	A

(c) Experience of working with community groups and organisations.	D	A
(d) Proven experience developing metrics and tools to collect outputs.	E	A
(e) Experience of working with community groups and organisations in Greater Manchester	D	A
(f) Experience of quality improvement systems.	D	A/I
<b>4. Personal qualities and circumstances – essential and directly relevant to post</b>		
(a) Awareness of own strengths and weaknesses, with good time management skills.	E	A/I
(b) Personal commitment to equity and diversity across society.	E	A/I
(c) Ability to travel easily and regularly around Greater Manchester.	E	A
(d) Willingness to work occasional unsocial hours (such as evening or weekend), including outdoors and in bad weather.	E	A
(e) Ability to travel extensively around Greater Manchester at short notice and possibly to more than one area per day.	E	A
(f) Full driving licence and use of own car	D	A
<b>5. Learning and development – type and depth</b>		
(a) Commitment to ongoing personal development and learning.	E	A

**A= Application form**  
**I= Interview**