

Job Description

Project Support Worker (Cancer Screening and Engagement)

Service:	The post will provide support across a portfolio of work within Unique Improvements. The main part of the role will be responsible to the Quality and Innovation Hub Team, which is part of 'Answer Cancer: Greater Manchester Cancer Screening Engagement Programme'
Responsible to:	Unique Improvements Director
Salary:	£25,000 (£20,000 pro rata)
Normal hours of work:	28 hours pro rata (worked flexibly) This is a 0.8 post
Holiday entitlement:	28 working days (22.5 days pro rata)
Place of work:	Salford There will be some travel around Greater Manchester required
Contract length:	Permanent
Additional Benefits:	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:

We are looking to recruit an enthusiastic and experienced Project Support worker to join Unique Improvements and provide support across a diverse range of workstreams and projects. Experience of providing administrator support is essential, along with experience of working in the Voluntary and Community Sector, the NHS or the Council.

This is a new post which will complete our team of staff in the Quality and Innovation Hub which is a workstream within Unique Improvements. This Hub is part of '**Answer Cancer**, Greater Manchester Cancer Screening Engagement Programme'. The Hub team is employed by Unique Improvements as part of its work with Answer Cancer.

The role will provide administrative support at a senior level. This may include taking enquiries, managing weekly diaries and schedules, producing correspondence and reports, maintaining a stock control system, managing small budgets for venues and meetings and presenting a range of project reporting data. However, the wider purpose of the role is to provide support to Project Managers and to take specific responsibility for supporting the day to day work of the Quality and Innovation Hub. You will be helping with work around training for local community groups and Cancer Champions, organising events across Greater Manchester, helping deliver evaluation and produce reports and working with cancer screening services.

Your time will be split between providing support for the Answer Cancer team and providing support for a diverse group of projects within Unique Improvements. This will change depending on the changing portfolio of work Unique Improvements has been commissioned to support.

You will be a self-starter with a professional attitude and over time be able to work with minimal supervision, organising and prioritising your own workload

Main Duties:

Project Support

- To contribute towards developing project plans and supporting their implementation
- Support stakeholder management, between Answer Cancer partners and Voluntary and Community Sector Stakeholders
- Act as focal point for project responses to external requests for information.
- Assist with and maintain appropriate systems to enable effective planning and scheduling.
- Assist in maintaining project controls and in producing project reports.
- Be responsible for project file management using robust version control. Organise key project meetings and provide administrative support.
- Assist with the monitoring of project spend and contribute to the compilation of budgets.
- Assist with and maintain risk and issue logs, escalating as appropriate.

General administrative duties

- Deal with telephone enquiries and direct people to the right member of staff
- Manage project related diaries and calendars
- Take minutes and transcribe reordered and hand-written meeting notes
- Greet visitors and provide hospitality to visitors
- Receive mail and parcels and log the arrival including ensure outgoing mail and parcels are dealt with in a timely manner
- Deal with stock control
- Manage small budgets for venues and catering
- Supervise and direct the activity of junior administration staff

Data processing and analysis

- Inputting data into databases quickly and accurately
- Developing databases and metric capture systems across evaluation, user experience and training functions
- Managing a variety of complex data flows from evaluation / training and service roles.
- Analyse the data to produce graphs and statistics to be used in reports

Training, meeting and venue support

- Managing training diaries and booking systems
- Source, risk assess and book venues,
- Send out invites and manage replies
- Organise catering
- Pre-event preparation including producing paperwork such as agendas, sending out joining papers and managing attendee databases manually or by using digital approaches such as Eventbrite.
- Event day set up including setting up and checking of AV equipment
- Staffing a reception desk greeting and signing in attendees
- Ensuing the smooth running of the event.
- Post event review - take minutes, type up and distribute to required personnel

Communication and Quality Assurance

- Provide support to the Stakeholder Collaborative which is the engagement forum for the GM Cancer Screening and Engagement Forum
- Maintain continuity around Quality and Innovation Hub staff by documenting and communicating actions and sharing updates.
- Conduct audits including user experience and data collection processes
- Provide monthly updates to all staff
- Support the Unique Improvement ISO audit process as required

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
Project Support Worker

Requirements	Essential/D esirable	Method of Assessment
1. Skills and competencies		
(a) Experience of producing metrics and measurement databases	E	A/I/
(b) Strong problem-solving and decision-making skills.	E	A/I
(c) Effective planning skills, using objective setting and prioritisation, including for risk management.	E	A/I
(d) Excellent communication skills in English – written, verbal and listening.	E	A/I/ST
(e) Excellent level of competence with Microsoft Office (or similar) packages, including Word and Excel.	E	A/I/ST
(f) Good skills in recording, managing and presenting information.	E	A/I/ST
(g) Excellent telephone manner	E	A/I
(h) Project planning	E	A/I
(i) Scheduling - developing, producing and maintaining schedules for activities	E	A/I
(j) Ability to work to tight timescales, managing your priorities and ensuring delivery of quality outcomes	E	A/I/ST
(k) Educated to A level or Equivalent standard	D	A/I
2. Knowledge – type and depth		
(a) Knowledge of cancer prevention and early detection of cancer, including cancer screening	D	A/I
(b) An understanding of inequalities and how it impacts on health	D	A/I
(c) Knowledge of Community and Voluntary Sectors/Local Authority and/or NHS systems	D	A/I
(d) Good knowledge of key factors influencing health and wellbeing.	D	A/I
(e) Knowledge of Greater Manchester and its communities.	D	A/I
3. Experience – quality and relevance		
(a) Experience working in Community and Voluntary Sectors/Local Authority and/or NHS systems	E	A/I
(b) Experience of working with and reporting to director level	E	A/I
(c) Experience of producing reports and analysing data	D	A/I/ST
(d) Experience of data input, analysis and producing reports	E	A/I/ST
(e) Experience of supporting project management or working as a member of a project team	E	A/I
(f) Experience of creating and managing delivery plans, ideally for a project	D	A/I

4. Personal qualities and circumstances – essential and directly relevant to post		
(a) Awareness of own strengths and weaknesses, with good time management skills.	E	A/I
(b) Smart and professional appearance at all times	E	I
(c) Personal commitment to equity and diversity across society.	E	A/I
(d) Ability to travel easily and regularly around Greater Manchester.	E	A/I
(e) Willingness to work occasional unsocial hours (such as evening or weekend), including outdoors and in bad weather.	E	A/I
(f) Ability to travel extensively around Greater Manchester at short notice and possibly to more than one area per day.	E	A
(g) Full Driving licence and use of own car	D	A
5. Learning and development – type and depth		
(a) Commitment to ongoing personal development and learning.	E	A/I

A= Application form
I= Interview
ST = Skills Test at interview