At Yorkshire Cancer Community, our vision is for everyone affected by cancer to have the best support possible. We are a patient-led charity, with a dedicated team of volunteers and staff who are passionate about helping anyone affected by cancer.

Working in partnership with West Yorkshire & Harrogate Cancer Alliance (WYHCA), we aim to help reduce cancer rates through our Cancer SMART project, which raises awareness of the signs and symptoms of cancer, so people are better informed, attend screening and know where to go for help.

Our Patient VIEW project is dedicated to representing the voices of patients, carers and service users, ensuring they are central to decision-making processes within cancer care.

We provide impartial and independent information and listen to those affected by cancer to ensure that they are supported. We signpost to other charities and support groups, share information, recruit for research studies and share stories via our monthly newsletter.

As manager, you will be instrumental in ensuring we reach our goals, by building relationships with other charities, organisations and diverse groups, recruiting volunteers, working with our board of trustees, working in partnership with the WYHCA, and line management of our two staff members – Patient VIEW coordinator (FT) and administrator (PT).

**Position:** Manager

**Responsible to:** Trustees, Yorkshire Cancer Community (YCC)

**Location:** Home based - the charity covers all of Yorkshire and the Humber but the main projects and focus are currently within West Yorkshire and Harrogate areas and the postholder will be expected to travel to meetings and events

**Hours:** 35 hours per week (full time) with some flexibility

**Salary:** £32,000 - £36,400 depending upon experience + pension 5% employer contribution

**Holidays:** 25 days + 8 bank holidays + 3 gift days between Christmas and New Year per annum

**How to apply:** email info@yorkshirecancercommunity.co.uk for an application pack

**Closing date: 29 June 2025**

**Interviews are currently planned for 9 July at White Rose House, West Parade, Wakefield, WF1 1LT**

**Key Tasks**

1. To engage, manage and supervise Cancer Champions for the delivery of the Cancer SMART programme with collaboration between Yorkshire Cancer Community and West Yorkshire and Harrogate Cancer Alliance.

2. To build relationships with charities, organisations and diverse groups where we can take Cancer SMART talks and information stalls.

3. To identify, develop and liaise with local individuals and support groups to encourage engagement and involvement within their own cancer communities. The aim is to provide a channel for patient participation to influence cancer service development and improvement.

4. To administer and oversee the collation and sharing of information relative to the objectives of YCC by using the appropriate means of communication. This will include social media, the website, calendar of events, effective use of YCC data sources and the newsletter.

5. To work with the Board of Trustees to support the governance of the charity which will include the preparation and management of trustee meetings, contribute towards Business planning and unding strategies.

6. To provide supportive supervision to the Administrator and Patient View Coordinator

This job is for you if:-

* You have experience of working with voluntary and community, social enterprise sector (VCSE)
* You have experience of working with diverse groups of people
* You have an understanding of the voluntary sector
* You have excellent communication and interpersonal skills
* You have writing skills to present information in a variety of different formats for various audiences including the general public
* You have accuracy, attention to detail and proofreading skills
* You are skilled in the use of Microsoft Office programmes and the internet
* You are able to prioritise work to meet deadlines and able to manage time effectively
* You have a positive ‘can do’ approach, with a willingness to learn new skills
* You have a proactive and creative approach with the ability to generate new ideas and carry them forward
* You have an understanding of the importance of confidentiality
* You are committed to equality, diversity and inclusion
* You are willing to travel across Yorkshire and the Humber

If you have any questions about the process, or you would like to have an informal discussion about the post, please contact Jill Long: jill@yorkshirecancercommunity.co.uk