



RECRUITMENT PACK
GLASGOW PUBLIC HEALTH ENGAGEMENT
COORDINATOR
JO'S CERVICAL CANCER TRUST





Dear Applicant,

Thank you for requesting further information for our Glasgow Public Health Engagement coordinator vacancy

Please find enclosed the below information which you should read thoroughly before starting your application:

- A full job description & person specification
- Additional Information

Closing date: 12pm - 26th November 2018

First Interviews: 7th December 2018 to be held in Glasgow

Second Interviews: 14th December 2018 to be held in Glasgow

If you would like to apply for this role please email your CV and a covering letter to recruitment@jostrust.org.uk

If you do not hear from us within 2 weeks of the closing date, please assume you were unsuccessful on this occasion.

Please note that we reserve the right to close this post early, should we receive a high volume of applications.

Thank you for the interest in working for Jo's Cervical Cancer Trust

The HR Team



Job Description

Job Title: Glasgow Public Health Engagement Coordinator	Location: Glasgow – Home based with regular travel to Jo's Cervical Cancer Trust HQ, London
Hours: 37.5 Hours per week	Duration: Two year fixed term contract
Responsible To: Head of Information and Engagement	Responsible For: N/A
Works With/Key Contacts: You will be working on a grassroots level with marginalised communities, GP surgeries, Health Improvement and Screening teams across Glasgow, as well as working closely with our Manchester and London Public Health Engagement Coordinators	Salary: £33,000 to £35,000

Background information

Jo's Cervical Cancer Trust (jostrust.org.uk) is the UK's only charity dedicated to those affected by cervical cancer and cervical abnormalities. The charity was established in 1999 by James Maxwell following the death of his wife Jo, aged 40, from cervical cancer. Since then we have provided advice and support to thousands of women and their families across the UK.

We currently offer a range of online and face to face support and information including: information materials, a Helpline 0808 802 8000, an online forum, local support groups and an Ask the Expert service.

Cervical cancer is the most common cancer amongst young women in the UK. Three women a day will die from cervical cancer whilst each year around 3,000 women are newly diagnosed. In addition, some 300,000 women a year are told they may have a cervical abnormality that might require treatment.

Thanks to the cervical screening and the HPV vaccination programmes, cervical cancer is a largely preventable disease. However, for those affected, the impact of cervical cancer on a woman's life and that of her family cannot be overstated.



This is an exciting time to join the charity. In the last five years awareness of the charity and cervical cancer has grown significantly; income has risen from £288,000 to an anticipated turnover of over £1.9 million for 2018/19 and the staff team has grown from 1 to 22. We are constantly growing and reaching more women than ever before.

Purpose of job

This role provides a unique opportunity to develop Jo's Cervical Cancer Trust's vital cervical cancer prevention work and feeds into our long term vision of eradicating cervical cancer. The development of local engagement in Glasgow will allow us to educate and empower women to make decisions about their own health, reduce health inequalities and work towards preventing cervical cancer.

In this role you will connect with women in Glasgow who may currently not be participating in the NHS Cervical Screening Programme or understand its importance and thus have an increased risk of developing cervical cancer. You will also work with health care professionals and local health authorities to cascade cervical health information and improve screening uptake. This role is all about improving health at a grassroots level and ultimately you will help save lives.

Overall

This role is the first of its kind in Scotland and it will compliment our existing public engagement services in England (based in Manchester and London). To work towards our goal of eradication we want to increase uptake of cervical screening (smear tests) among four key groups: Black, Asian and Minority Ethnic (BAME) women, disadvantaged communities, women aged 25-29 and women over 50.

Key tasks and responsibilities	Key elements
	<p>In this role you will help work with deprived and marginalised groups where cervical screening uptake and knowledge is lower than the national average. Glasgow has the lowest attendance of cervical screening in Scotland at just 69.3% well below the average uptake of 72.8% across Scotland. Increased evidence from academic research</p>

indicates disparity between white women and BAME communities in screening attendance, knowledge of the test and understanding the link

between Human Papillomavirus (HPV) and cervical cancer. Additionally barriers have been identified which prevent women from BAME communities attending screening. This role will work towards better understanding of those barriers by connecting with and building relationships within specific communities and a range of stakeholders involved in the screening process.

In the last few years, the charity has produced targeted resources to help raise awareness of cervical screening within BAME communities (a film resource [your guide to cervical screening](#)) and women with learning disabilities (an educational DVD '[The Smear Test Film](#)' and an [EasyRead guide](#)). This new role will use these resources and our other health information materials to provide health promotion workshops with women within local communities in the Glasgow area.

To help with this work, the post holder will deliver training to healthcare professionals and community members (community volunteers or workers) in areas of either social deprivation or low screening uptake. The training will provide the knowledge and skills to cascade key cervical health messages to marginalised groups, along with recognising myths and misconception and barriers to screening efficacy.

The post holder will also manage and support a small group of local community volunteers, trained to cascade key health messages including what causes cervical cancer, how to prevent it and what services are available to inform and support women.,

You will be working on a grassroots level with marginalised communities, GP surgeries, Health Improvement and Screening teams across Glasgow, as well as working closely with our Manchester and London Public Health Engagement Coordinators to ensure continuity and improve best practice. Ultimately, we want women to make an informed choice about cervical screening and we aim to improve awareness and cervical screening uptake through local community health promotion.

We're looking for someone who enjoys engaging with a variety of stakeholders from small community groups to health board leads.

In this role you will be expected to:

- Work with the Head of Information and Education and coordinating with our existing team in Manchester and London Coordinators to develop and plan local engagement activities for the contracted term of the post, setting key objectives and outcomes.
- Establish links with defined stakeholders, including health board leads, screening and immunisation Coordinators, GP surgeries and Practice Nurses, Sexual Health Centres, relevant community groups and leaders, faith organisations, ESOL schools, to identify local engagement opportunities with hard to reach groups and raise awareness of cervical cancer and ways to prevent it
- Deliver key messages to our target audiences on cervical cancer prevention and symptoms.
- Develop educational tools and a clear methodology/protocol that can to be used during engagement activities.
- Train key healthcare professionals and community members to deliver key cervical cancer prevention messages and monitor and evaluate impact.

	<ul style="list-style-type: none"> • Encourage a dialogue between women, local screening coordinators, health professionals and the charity. • Help the charity to better understand and identify marginalised groups of women who do not attend screening • Provide an end of project report outlining all activity and outcomes. • Work with GPs across Glasgow to understand health inequalities, address barriers to screening and undertake interventions to improve uptake.
Miscellaneous	<ul style="list-style-type: none"> • Where appropriate represent the charity at external events. • Due to nature of attending the role, you will sometimes be asked to work outside of office hours and travel across the UK. • Work with other members of the team on projects that may be outside of the Information and Education arena. • Be a supportive and participatory member of the team. • Abide by the charity's policies, practices and core values. • Support diversity and equality of opportunity in the workplace for both staff and volunteers.

Person specification

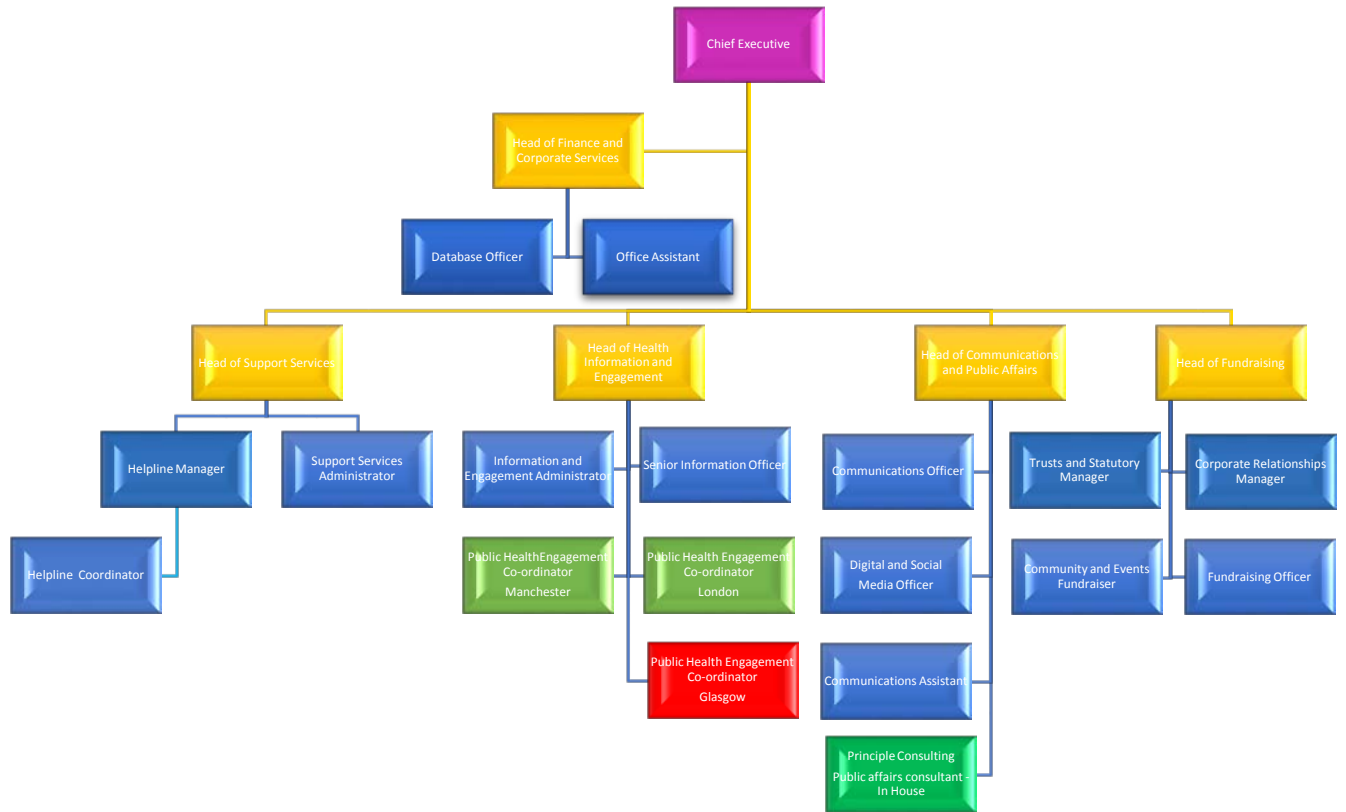
Essential	Desirable
<p>Extensive experience working within health promotion</p> <p>Educated to graduate level or equivalent, or relevant work experience</p> <p>Strong organisational skills and demonstrable project management experience</p> <p>Flexible, adaptable and self-motivated approach to work – ability to work on your own initiative</p>	<p>Experiencing working with Scottish health systems</p> <p>Experience working with women's groups and/or marginalised groups to deliver health messages</p> <p>Experience of working with health brands / the charity sector</p> <p>Graduate qualification in health promotion</p>



<p>Up to date knowledge of the NHS, local government, local Health Boards and primary care.</p> <p>Inter-agency and partnership working.</p> <p>Experience developing relationships with local and diverse communities.</p> <p>Group facilitation, alongside strong verbal and communication skills including delivering presentations to a variety of audiences</p> <p>Experience of developing and/or delivering interactive training to varied groups including assessment and evaluation.</p> <p>Experience preparing and delivering reports which include excellent grammar and meticulous attention to detail</p> <p>Experience analysing quantitative and qualitative data</p> <p>Knowledge and understanding of the benefits of patient engagement and behavioral change</p> <p>IT skills including experience using databases to record engagement activities</p> <p>Experience of volunteer management and co-ordination, including recruitment, monitoring and providing ongoing support.</p>	<p>Ability to work across boundaries to develop new ways of service delivery.</p> <p>Knowledge and experience of the changing health system, understanding of health inequalities</p>
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Position in team





General Information

Jo's Cervical Cancer Trust is an equal opportunities employer and all employees are actively encouraged to contribute to the promotion of diversity

Values

Passion – Without it you can't achieve the extraordinary

Respect – Make effort to understand and be considerate of the needs of others

Evidence – Everything we do is based on clear evidence

Collaborate – We can't achieve our purpose on our own

Challenge – Challenge the status quo – how would we feel or be viewed if we didn't

Working at Jo's Cervical Cancer Trust

Please note that all offers of employment require:

- References deemed satisfactory to the Charity
- Proof of eligibility to work in the UK



About the information we collect and hold

The table set out in Part A of 0 below summarises the information we collect and hold up to and including the shortlisting stage of the recruitment process, how and why we do so, how we use it and with whom it may be shared.

The table in 0 of 0 below summarises the additional information we collect before making a final decision to recruit, ie before making an offer of employment unconditional, how and why we do so, how we use it and with whom it may be shared.

We seek to ensure that our information collection and processing is always proportionate. We will notify you of any changes to information we collect or to the purposes for which we collect and process it.

Where information may be held

Information may be held at our offices and those of our group companies, and third party agencies, service providers, representatives and agents as described above.

How long we keep your information

We keep the personal information that we obtain about you during the recruitment process for no longer than is necessary for the purposes for which it is processed. How long we keep your information will depend on whether your application is successful and you become employed by us, the nature of the information concerned and the purposes for which it is processed.

We will keep recruitment information (including interview notes) for no longer than is reasonable, taking into account the limitation periods for potential claims such as race or sex discrimination (as extended to take account of early conciliation), after which they will be destroyed. If there is a clear business reason for keeping recruitment records for longer than the recruitment period, we may do so but will first consider whether the records can be pseudonymised, and the longer period for which they will be kept.

If your application is successful, we will keep only the recruitment information that is necessary in relation to your employment.

Your rights to correct and access your information and to ask for it to be erased

Please contact our Data Protection Team, who can be contacted on datateam@jostrust.org.uk or 020 3096 8100 (in accordance with applicable law) you would like to correct or request access to information that we hold relating to you or if you have any questions about this notice. You also have the right to ask Data Protection Team for some but not all of the information we hold and process to be erased (the 'right to be forgotten') in certain circumstances. Our Data Protection Team will provide you with further information about the right to be forgotten, if you ask for it.

Keeping your personal information secure

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal



information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

How to complain

We hope that our Data Protection Team can resolve any query or concern you raise about our use of your information. If not, contact the Information Commissioner at <https://ico.org.uk/concerns/> or telephone: 0303 123 1113 for further information about your rights and how to make a formal complaint about the information we collect and hold

Part A

Up to and including the shortlisting stage

The information we collect	How we collect the information	Why we collect the information	How we use and may share the information
Your name and contact details (ie address, home and mobile phone numbers, email address)	From you	Legitimate interest: to carry out a fair recruitment process	To enable HR personnel or the manager of the relevant department to contact you to progress your application, arrange interviews and inform you of the outcome
Details of your qualifications, experience, employment history (including job titles and working hours) and interests	From you, in the completed application form and interview notes (if relevant)	Legitimate interest: to carry out a fair recruitment process	To make an informed recruitment decision The person making the shortlisting decision will receive pseudonymised oronymised details only; if you are invited for interview, the interviewer will receive non-anonymised details
Your name, contact details and details of your qualifications, experience,	From you, in the completed application form and interview	Legitimate interest: to carry out a fair recruitment process	

employment history and interests	notes (if relevant)		
Your racial or ethnic origin, sex and sexual orientation, religious or similar beliefs	From you, in a completed anonymised equal opportunities monitoring form	To comply with our legal obligations and for reasons of substantial public interest (equality of opportunity or treatment)	To comply with our equal opportunities monitoring obligations and to follow our equality and other policies
Information regarding your criminal record	From you, in your completed application form	To comply with our legal obligations	To make an informed recruitment decision
Details of your referees	From your completed application form	Legitimate interest: to carry out a fair recruitment process	To carry out a fair recruitment process Information shared with relevant managers, HR personnel and the referee

Part B
Before making a final decision to recruit

The information we collect	How we collect the information	Why we collect the information	How we use and may share the information
Information about your previous academic and/or employment history, including details of any conduct, grievance or performance issues, appraisals, time and attendance, from references obtained about you from previous employers and/or education providers <input type="checkbox"/>	From your referees (details of whom you will have provided)	Legitimate interest: to make an informed decision to recruit To comply with our legal obligations Legitimate interests: to maintain employment records and to comply with legal, regulatory and corporate governance obligations and good employment practice	To obtain the relevant reference about you To comply with legal/regulatory obligations Information shared with relevant managers and HR personnel

Information regarding your academic and professional qualifications <input type="checkbox"/>	From you, from your education provider from the relevant professional body	Legitimate interest: to verify the qualifications information provided by you	To make an informed recruitment decision
Your nationality and immigration status and information from related documents, such as your passport or other identification and immigration information <input type="checkbox"/>	From you and, where necessary, the Home Office	To enter into/perform the employment contract To comply with our legal obligations Legitimate interest: to maintain employment records	To carry out right to work checks Information may be shared with the Home Office
A copy of your driving licence <input type="checkbox"/>	From you	To enter into/perform the employment contract To comply with our	To make an informed recruitment decision

You are required (by law or in order to enter into your contract of employment) to provide the categories of information marked '☐' above to us to enable us to verify your right to work and suitability for the position.

