**PROSTATE SCOTLAND SERVICES DEVELOPMENT MANAGER**

**JOB DESCRIPTION**

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| **Job Title** | **Services Development Manager** |
| **Salary** | £32,600  |
| **Reports To** | Director |
| **Location** | Currently home-based due to the pandemic but moving to a hybrid model in early 2022 when restrictions allow. Work in our central Edinburgh office will be expected for part of the week when restrictions allow and some travel throughout Scotland will be required. |
| **Hours** | Full-time, 35 hours per week |
|  | Fixed term role of 2 years with the possibility of a further year |

**About Prostate Scotland**

Prostate Scotland provides information and support to people affected by prostate cancer and disease across Scotland. An award-winning charity, our mission is to inform, educate, support, campaign and advance on prostate disease in Scotland.

In 2020 we launched our COMPASS project, an ambitious programme to develop a range of support services aimed at plugging the gaps in provision across Scotland. Following research to understand the experiences of men with prostate cancer in Scotland, COMPASS is developing one-to-one support provision, courses and workshops, information and tools, and exercise programmes to improve the physical and mental health and wellbeing of people affected by prostate cancer.

**Purpose of the role**

The Services Development Manager will lead on the COMPASS project. This involves developing new services, implementing planned services, and managing the services already established.

It’s an exciting time to lead the programme as we are about to move into the next phase of the project, grow the team, and build on the success of what we have achieved so far. We have a clear strategy but there is plenty room to shape and evolve the services.

Working closely with the Director of Prostate Scotland you will ensure the project is meeting the needs of those affected by prostate cancer and disease across Scotland, whilst meeting funder requirements and the strategic direction set by the Board. Working closely with third-sector partners, people with lived experience of prostate cancer and disease, and healthcare professionals is critical to success of the project.

**Main duties and responsibilities**

* Manage, develop and take-forward the Prostate Scotland COMPASS project.
* To plan, develop and implement the individual services within the overall COMPASS project including one-to-one support services, courses and workshops, exercise programmes, and providing information in digital format.
* To develop, manage and foster relationships with third-sector partnership organisations to ensure partnership services are implemented, run effectively, and are making a difference to those affected by prostate cancer and disease.
* To work closely with healthcare professionals, health boards, prostate cancer support groups, public and private organisations, third sector organisations, and those affected by prostate cancer and disease, to help develop services.
* To represent Prostate Scotland at relevant external meetings and events to support services and where appropriate to undertake speaking engagements/ presentations.
* To work with the Prostate Scotland Director to implement relevant systems and mechanisms including monitoring and evaluation of the services, recording and reporting.
* To manage the Prostate Scotland Nurse Advisor (a new role) and other appointed services staff and work with them to establish and develop further services offering support in the community and over phone/email/video call.
* To raise awareness of the COMPASS service via a range of media including social media, leaflets, PR, and talks. This requires working closely with the Prostate Scotland Communications and Supporter Care Officer in addition to the Information and Advice Manager.
* To liaise with and provide reports and updates to the Director, Advisory Group, funder, and where relevant the Board of Directors.
* To spot opportunities and ways to evolve the services and work with our partners.
* To attend/contribute to conferences or external training courses as required.
* To ensure compliance with the Prostate Scotland’s statutory and governance responsibilities including confidentiality and data protection.
* To undertake such commensurate duties as may from time to time arise and as agreed with the Director.

**PERSON SPECIFICATION**

**Experience**

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| --- | --- | --- |
|  | **Essential** | **Desirable** |
| Experience of managing and co-ordinating projects/services | X |  |
| Experience of people/client facing work & liaison with individuals  | X |  |
| Experience of researching information & drafting a range of materials | X |  |
| Experience of making presentations & speaking to groups | X |  |
| Experience of managing staff | X |  |
| Experience of working collaboratively &/or developing partnerships  | X |  |
| Experience of provision of health/or social care information & advice | X |  |
| Experience of developing and implementing monitoring & evaluation measures | X |  |
| A knowledge of prostate disease and its treatments |  | X |

**Skills and Abilities**

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| --- | --- | --- |
|  | **Essential** | **Desirable** |
| Skills in working with stakeholders & members of the public | X |  |
| Ability to prioritise & manage several pieces of work at any one time | X |  |
| A demonstrated ability to work as part of & to develop a project | X |  |
| Capable of being a self-starter & manage a work programme | X |  |
| Excellent interpersonal, written, & verbal communication skills | X |  |
| The ability to promote & communicate Prostate Scotland’s values & vision to a range of public audiences | X |  |
| The ability to travel across Scotland | X |  |
| Confidence using IT (MS Office applications such as Outlook & Word, and Zoom and Teams) in a flexible working environment  | X |  |
| Experience of using databases |  | X |

Please note the successful applicant will be expected to successfully apply for a PVG certificate.

Prostate Scotland provides an ever-evolving service and staff are expected to participate constructively in Prostate Scotland activities and to adopt a flexible approach to their work.

The job description is not intended to be exhaustive and is indicative of the nature and level of the responsibilities associated with the post at the date it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations cannot of themselves justify a reconsideration of the terms and conditions of employment associated with the post.

**Information for applicants applying for the post of Services Development Manager**

**The Role**

The Post holder will take forward and manage the development of the charity’s COMPASS support and wellbeing services project for men with prostate cancer and disease and their families and to develop and implement a range of new services. This exciting role will involve helping take forward and develop a range of services across Scotland to meet the support and wellbeing needs of men with prostate cancer and disease. It will involve a significant amount of liaison at local and regional level, and the development of effective partnerships. The post holder will manage a small multi professional team of staff in the delivery of support services.

The post is currently home-based due to the pandemic but plans in place to move to a hybrid model in early 2022 when restrictions allow. Work in our central Edinburgh office will be expected for part of the week and some travel throughout Scotland will be required. Direction and management will be provided by the Charity’s director. The post is available on a two-year contract with the possibility of an extension of a further year

The charity has developed and expanded its role and work over the past fifteen years since its establishment. The role of the post holder will be to help further develop this and in particular to take forward and further develop the COMPASS (Comprehensive Prostate Scottish Support and Wellbeing Service project).

COMPASS project now includes the:

* Provision of one-to-one support services for men with prostate cancer and their families in several regions of Scotland (online, by phone and socially distanced face to face)
* Provision of Living Well with Prostate Cancer courses (seven week courses nationwide and also specific courses for men living in the Highlands)
* Exercise course for men with prostate cancer (online) and a further major significant prostate cancer exercise programme in development
* Development of an app for men living with prostate cancer – it is currently in the very final stages of development and soon to be available

The one to one support services and living well courses are provided in association with Maggies

The services have had fantastic feedback from the men.

**About Prostate Disease and Prostate Scotland**

Prostate Scotland was set up in 2006 as a Scottish charity to develop awareness of prostate disease, to support men and their families/ partners with the disease through providing advice and information and to advance treatment and research into prostate disease.

We are a developing and dynamic charity with a real desire to tackle prostate cancer and disease and the impact it can have on men and their families in Scotland. There is quite a task ahead as:

* Prostate disease is likely affect one men in two at some stage in their lives;
* One in ten men is likely to get prostate cancer
* Prostate cancer is the most common cancer in men in Scotland
* Recent NHS projections suggest an increase in the number of men with prostate cancer over the next decade is likely to increase by 35%
* Over the past 20 years the number of men of men surviving prostate cancer has doubled and we want to see that further improve

Our Board of trustees is made up people with personal knowledge and experience of prostate disease, as well as some of the leading medical experts on prostate disease and on cancer in Scotland. We are a growing and developing organisation that is ambitious to make a difference for men with prostate disease and their families. We received the award for best Charitable Initiative in the 2009 Pfizer UK Excellence in Oncology Awards, which celebrates the best initiatives in the field of cancer care and we were awarded a GSK Impact Award by the respected Kings Fund for our contribution to community health in 2010, as well as receiving best public sector advert award in the Scottish Advertising awards in 2010, and two awards in 2013 and 2015 in the BMA Patient information Awards. In 2017 the charity was awarded Scottish Health Charity of the Year.

We have made significant strides in closing the gaps that exists in information and support for men and their families across Scotland wide information about prostate disease, which tends to affect men from age 40 onwards. Our work in tackling this includes a new multi-functional website for Scotland with information for men and their families, an information project and an awareness initiative and a workplace initiative and the COMPASS project. We have been successful in reaching many thousands of people but there remains a significant challenge to reaching the many missing hundreds of thousands who may be affected in the future.

**COMPASS:** We recently developed the COMPASS project to plug the gaps that exist in support services that exist in Scotland for men with prostate cancer. The project followed from research that we carried out with men with living with prostate cancer in Scotland. We have been successful in raising significant funding to take the project forward and establish a range of innovative services.

**Website:** We have developed an award-winning interactive website, with information about the range of prostatic diseases and about how and where to get treatment. You can find it at [www.prostatescotland.org.uk](http://www.prostatescotland.org.uk) . It includes accessible videos about symptoms and treatments from the experts on prostate disease – the clinicians and men with prostate disease.

**Awareness Initiative:** We have also launched and taken forward a major awareness campaign with materials across Scotland including tv and radio advertising, posters in washrooms, reaching many thousands of people across Scotland.

**Information & Advice project:** We have established an information and advice project across Scotland aimed at improving the availability and quality of information about prostate disease in Scotland. This has led to the development of a series of information materials for individuals and their families with a set of ‘Simple guides to prostate disease and its treatments which have been made available in the community as well as a series of Explanatory guides that are being made available in health centres and hospitals, and a specialist series of Spotlight On guides to individual treatments. We have also produced a series of 13 guides for men with prostate cancer about Covid -19 and its implications for men with prostate cancer.

**Workplace Initiative:**  We have also developed a Workplace Initiative, following generous support from Standard Life, which reaches out to staff through workplaces via their companies and organisations. The initiative was developed as workplaces are where many people spend a significant amount of their time and are an important means of reaching people. We have developed a toolkit of information for companies that has proved very popular. A significant number of ToolBox workshops are delivered to businesses and organisations across Scotland face to face or online.

**Fundraising:** The vast majority of our funding comes from voluntary sources (95%), either in the form of donations from individuals, companies and community groups. We also raise an important amount from fundraising events. We have also received funding from the Scottish Government and from Sir Tom Farmer through the Farmer Foundation towards our Information and Advice Project. We have also benefited from a very successful partnership with the Freemasons and also with Rotary clubs. We aim to spend as much of our income directly on our core work of combating the affects of prostate disease.

**Blue Horizon Robot Appeal**: We have recently successfully completed a major appeal to raise just under £3 million to towards the introduction of robot assisted prostate cancer surgery in the East and West of Scotland.

**Patient Research and Policy Project**: We have completed a research project to into Living with prostate cancer in Scotland – which looked at men with prostate cancer’s perspectives, needs, concerns and hopes on such key issues as treatments, services, side effects, and on daily living with prostate cancer. The conclusions of the project were used to inform the development of the COMPASS project and services.
Following this piece of research we are now embarking on a new research and policy project to look at the position and needs of men who have an enlarged prostate and in particular for those who are living with catheters.

**Summary**

Prostate Scotland is a small organisation, and the post holder will be expected to become part of the Charity’s team. The post offers the opportunity to be part of a young but fast developing health charity and to lead the development of and to lead and take forward a significant new set of services, to work with a wide variety of people and to contribute to helping tackle the most common cancer in men in Scotland and contribute to health and wellbeing of men with prostate cancer and disease. If you get a buzz from taking forward and managing a project that can make a real difference to people’s lives then this could be it.

Prostate Scotland

December 2021