

Information for applicants applying for the post of Communications and Supporter Care Administrator

The Role

Prostate Scotland, Scotland's prostate disease charity is looking for an enthusiastic Communications and Supporter Care Administrator to help us in our communications, supporter care and fundraising. Prostate Scotland is a busy active charity working across Scotland to inform, support and advance on prostate cancer and disease. You will play an important role in helping to look after our supporters and fundraisers, assisting with our communications and sending out merchandise to people supporting the charity.

This role will involve:

- Providing support to and administering local level giving and liaising with fundraisers in taking forward activities in aid of Prostate Scotland
- Supporting active fundraisers throughout their fundraising journey
- Administering donations and assisting with communications to supporters
- Helping on the development of fundraising and marketing materials and plans to promote Prostate Scotland's work
- Ensuring that we have up-to-date information on our Customer Relationship Management System.
- Developing, sourcing, managing and dispatching stocks of branded fundraising merchandise and sending these out to our supporters
- Assisting with the co-ordination and development of communications activity with supporters and service users as part of communications and supporter care team
- Assisting with writing content for social media and website.

Your good people skills will assist us in working with local fundraisers and supporters to help develop fundraising for Prostate Scotland in communities and in events across the Scotland. You will also have the opportunity to attend and represent Prostate Scotland at local fundraising and supporter external events.

This new post will play an important role in supporting the charity's communications and fundraising by providing support to and administering local level giving and donations and fundraising events and liaising with fundraisers in taking forward activities in aid of prostate Scotland. The role also will involve helping administer donations and assisting with communications with supporters, along with helping on the development of fundraising materials and plans to promote Prostate Scotland's work.

Good administrative, IT and digital skills will be important. Prior knowledge of prostate cancer and disease is not required (though helpful) and training about this will be provided.

Occasional travel in Scotland will be required. Management of the post will be from the charity's Communications and Supporter Care Manager. The post is available on a two-year contract.

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 dynamic and friendly 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
- 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 9 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 of 7 staff 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 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 providing support services to men and their families. We have been successful in reaching many thousands of people but there remains a significant challenge to reaching the many missing thousands who may be affected in the future.

Fundraising and supporter care: The vast majority of our funding comes from voluntary sources (95%), either in the form of donations from individuals, companies and community groups. We are fortunate in having many supporters from across Scotland undertaking a variety of activities in support of the charity from marathons to kiltwalks, via hamper sales, cycle rides, social events, bake-offs and ziplides. We raise an important amount from fundraising events.

We have benefited from very successful partnerships with the Scottish Freemasons and with Rotary Clubs. We previously received funding from the Scottish Government and from Sir Tom Farmer through the Farmer Foundation towards our Information and Advice Project. We receive funds from several trusts. We aim to spend as much of our income directly on our core work of combating the effects of prostate disease.

COMPASS: We have 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 established a range of innovative services. 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). These services include:

- Living Well with Prostate Cancer courses (six-week courses in nine locations across Scotland in partnership with Maggie's and Cancer support Scotland and Ayrshire Cancer Support)
- Prostate FFIT Exercise courses for men with prostate cancer in partnership with the SPFL Trust and University of Glasgow. The courses are of 12-week duration and are held at professional football clubs
- A free app for men living with prostate cancer – to help them navigate living with prostate cancer. The app is available on GooglePlay and the App Store for iOS

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. 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.

Workplace Initiative: We 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.

Blue Horizon Robot Appeal: We successfully completed a major appeal in 2016 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 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 small but fast developing health charity and to help us communicate with our many supporters across Scotland and to help us raise funds to take forward our vital work to help 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 being part of a lively and vibrant organisation dedicated to making difference to people's lives – this could be the opportunity for you.

Prostate Scotland
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