

Employment Opportunity

Volunteer Co-ordinator

Salary:	£23650 per annum (pro rata)
Hours of Work:	18.5 hours per week
Location:	Main Base in Blackburn and coordinating MPACE volunteer activity in Preston
Term:	3 Years (subject to funding)

We are looking for an enthusiastic person to join our friendly team. Lancashire BME Network is recruiting for a **Volunteer Coordinator** for our MPACE project.

Do you have a real passion for Volunteering? Could you inspire community members to volunteer their time, skills and experience to raise awareness of cancer and help improve health outcomes in Preston?

Are you looking to join an organisation and team with a real community connection with access to the support and resources? If so, we would love to hear from you.

MPACE is part of a new partnership approach between Lancashire BME Network, local community organisations in Preston and Macmillan Cancer Support. The aim of the partnership is to improve knowledge of cancer and access to earlier diagnosis amongst communities where cancer outcomes are known to be below the national average.

If you have experience of Volunteer Coordination and a vision for developing and championing volunteering, we would like to hear from you. You will be responsible for providing direction and support of volunteering activity within the project, including managing volunteers and supporting staff that are supervising and working alongside volunteers and community partners.

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1. About Lancashire BME Network

Lancashire BME Network (LBN) was established in 1996 as an infrastructure-plus organisation. LBN exists to understand and address the inequalities and systematic marginalisation and discrimination of racially minoritised communities in Lancashire.

LBN support the development and growth of dynamic, independent and strong racially minoritised communities and organisations so we can collectively meet the needs of the communities we serve. LBN engages in critical and strategic dialogue with mainstream institutions so that we can work towards more anti-racist structures and processes and racially just funding and commissioning systems.

Our work is a combination of infrastructure support, project delivery and includes research and development and consultancy services. LBN works closely with private and public sector bodies and organisations for example; Prisons, Universities, Housing Associations and Healthcare providers.

For more information:



Website: [Lancashire BME Network | Equality | Diversity | Inclusion](https://www.lancashirebmenetwork.org.uk/equality-diversity-inclusion)

2. Introduction

WHAT IS MPACE?

The Macmillan Preston Area Cancer Engagement (MPACE) project will engage with local BAME (Black, Asian, minority ethnic and dual heritage) communities, health and social care and third sector organisations to identify gaps and prioritise areas that need to change.

The MPACE project will also help provide more personalised care and ensure people living with cancer are represented and the implementation of any service change reflects their views and needs.

THE MPACE ORIGINS

A pioneering new £400k co-produced project is being launched to ensure Preston's BAME community play a part in shaping local cancer support and improve patient outcomes. Macmillan Cancer Support, which is investing £437,000 into the project, is working in partnership with Lancashire BME Network to deliver the three-year scheme. They will collaborate with other local

organisations, including Macmillan Cancer Information and Support Service, Cancer Help Preston and Lancashire Teaching Hospitals.

The MPACE team will also work closely with key local grassroots organisations - Fishwick Rangers, Kind Communities and Windrush Initiative CIC.

AIMS & OBJECTIVES OF MPACE

The aims/objectives of MPACE are to bring about both system and behaviour change. The project can only bring about these changes if the system allows a collaboration that considers the barriers facing marginalised communities. There is an appetite for change from Macmillan and this project can be a real beacon for change. The main drivers must focus upon the community at grassroots level who are clearly not engaging with Macmillan.

The whole topic of cancer must feature more prominently in the community in which people of colour reside. Through raising the awareness of what services are available via a trusted partner (delivery partners) the project has the basis to begin the conversation and MPACE can carry some hope of change.

- Influence the development of culturally competent cancer support
- Establish cancer champions
- Ensure the voices of local people inform the development of cancer services and improve cancer outcomes
- Help Macmillan and NHS to better understand the experience and needs of the BAME community around cancer care, personalisation and best practice for engagement

MPACE DELIVERY AREA

MPACE will engage with BAME communities in Preston to understand cancer – its signs and symptoms as well as addressing the taboos within communities, which can then be adapted and scaled to other parts of Lancashire.

PROJECT DELIVERABLES

- Develop a best-practice model of culturally appropriate cancer support that meets the needs of BAME communities in Preston and the surrounding area. This will be an innovative community-led approach utilising community assets and languages, working co-productively to ensure their voices are heard.
- Develop a Test & Learn model of effective BAME community engagement that can be scaled and replicated in other parts of Lancashire.
- Raise awareness of the cultural needs of diverse communities with health professionals.
- Work with existing cancer provision to increase the uptake of services by marginalised communities.
- Recruit project staff from local communities who understand the communities and are trusted by them.

- Complete a comprehensive mapping exercise of services within the Preston area - highlighting gaps in services and developing referral pathways.
- Link to social prescribing and make referrals to community organisations.
- Implement a health education programme to raise awareness of the various cancer types and their treatment pathways.
- Create, implement, and embed a volunteering programme to support the delivery of the project. Ensure volunteers receive adequate training, feel supported and have clearly defined volunteering options. Develop long-term sustainability through structures to ensure volunteer retention beyond the project funding.
- Work with communities to re-define the term 'cancer' removing the stigma and taboo of it as a terminal diagnosis.
- Develop a person-centred, supportive environment in which everyone with a cancer diagnosis receives information, advice and support in a way that is understandable, relevant and timely and provides space to ask questions.
- Include reflective practice and an asset-based approach to inform and shape the project and delivery.
- Establish peer support groups that can continue to support cancer patients in the future.
- Develop an effective communication strategy to engage diverse communities.
- Develop a network of trusted community assets to promote the work and services provided, including by Macmillan.
- Change community perceptions about organisations such as Macmillan, to increase uptake of services.
- Use the knowledge gained through this project to inform and influence system change through reporting to the strategic steering group.
- Implement mechanisms to offer Holistic Needs Assessments to patients from marginalised communities in a convenient place. Use Macmillan's electronic Holistic Needs Assessment platform to create care plans when practical.

3. JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title:	Macmillan Preston Area Cancer Engagement (MPACE) Volunteer Coordinator
Reporting to:	MPACE Project Manager
Responsible For:	Coordination and oversight of volunteering activity of the MPACE Project
Salary	£23,650 (pro rata)
Hours	18.5 hours per week
Holidays	27 Days, Plus Bank Holidays (pro rata)
Duration	3 Years (subject to funding)
Location	Main Base in Blackburn and coordinating MPACE volunteer activity in Preston
Pension	5% Employer contribution
Outline of Post	The Volunteer Coordinator role is to develop, deliver and manage a Volunteering programme in collaboration with the Project Manager and Joint Working Organisations that meets the needs of the MPACE project. Recruiting, inspiring motivating, leading and supporting a team of volunteers who will support the uptake of cancer services for minoritised communities in Preston.
Duties and Responsibilities	<ol style="list-style-type: none"> 1. To be the central point for all MPACE volunteering activities planning, managing and delivering all aspects of the MPACE Volunteer programme. 2. To work in partnership with the Project Managers, Delivery Partners and wider stakeholders to identify, review and deliver key volunteering activity. 3. To be responsible for the day to day operations of the volunteering programme, including recruitment and selection of volunteers, management, induction, training, development and supervision. 4. Support the project managers in planning, monitoring and reviewing the development of the service in line with identified priorities, targets and outcomes. Track, collate and report target data for performance monitoring reviews as requested by the Project Managers. Implement revisions to service delivery as required. 5. To engage with the community, internal and external stakeholders and volunteers to review and develop partnerships to best share and develop volunteering practice.



	<p>6. Support the delivery within existing systems of reporting and support local intelligence gathering/sharing to feed into development of services.</p> <p>7. To keep up to date with developments and best practice in volunteering to be able to shape the project.</p> <p>8. Ensure volunteers attend team meetings where appropriate, in order to maintain good communication within the service and to provide a forum to share concerns, experience and skills</p>
General Responsibilities	<p>To comply with all LBN's policies, including Health and Safety, Confidentiality, Safeguarding and Equal Opportunities.</p> <p>To participate in LBN's promotional and social events, in collaboration with the chief officer and other members of staff.</p> <p>To contribute to the mission of LBN to ensure the continuity of the organisation.</p> <p>To perform other tasks associated with the job description as delegated by the MPACE project manager.</p> <p>To undertake hospitality duties for MPACE visitors.</p> <p>To maintain a clean and safe working environment.</p> <p>To undertake any training as deemed necessary for the role.</p>
Flexibility Clauses:	<p>The nature of this post will require flexibility to meet urgent needs as they arise, this may entail occasional weekend or evening work.</p> <p>This job description is not intended to be exhaustive. The post-holder will be expected to adopt a flexible attitude to the duties which may have to be varied (after discussion with the post holder) subject to the needs of the service and in keeping with the general profile of the post.</p> <p>Note: The Job Description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be changed at management's discretion in the future. As a general term of employment, LBN may affect any necessary change in job content, or may require the post holder to undertake other duties at any location in the organisation's service, provided that such changes are appropriate to the employee's remuneration and status.</p> <p>As a term of your contract of employment, LBN reserves the right to vary your hours of work & require you to work outside the range of your 'typical working arrangements' specified in your Statement of Particulars. This will also include weekend working. LBN reserves the right, at its discretion, to</p>

	affect this condition of your employment. Should this be necessary, you will be given reasonable notice of any proposed changes.
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Volunteer Coordinator Person Specification		
Qualifications, Experience and knowledge	Essential	Desirable
Experience of volunteer recruitment, retention, training, support and supervision	x	
Experience of setting up Volunteer programmes		x
Qualification in Volunteer Management (Level 3 or above)		x
Experience of collaborative working with partners and stakeholders	x	
Experience and skills in engaging with a diverse range of groups and individuals	x	
Understanding of health inequalities in racially minoritised communities and barriers to accessing services.		x
Skills / abilities and personal attributes		
Able to communicate effectively and ability to engage with people from diverse backgrounds and build rapport with a range of individuals	x	
Commitment to amplifying the voices of people affected by cancer, so they are heard, valued, and can influence the project.	x	
Ability to support volunteers often dealing with highly emotional and sensitive issues.	x	
Planning and prioritising work to timescales and meeting targets	x	
Ability to build and motivate teams	x	
Self-motivated and enthusiastic	x	
Excellent IT skills including use of Microsoft office and CRM systems	x	
Willingness to take on different tasks as the role develops to meet the needs of the project.	x	
Other		
Ability to work evenings and weekends		x
Driving Licence		x
Own Transport (insured for business use)		x

3. HOW TO APPLY

Please send your CV along with either; a covering letter no more than 2 sides of A4 font size 12) OR a short video (no longer than 5 minutes long) answering the following questions:

- What excites you most about this role and how is it directly connected to your skills and experience? Please bear in mind the requirements of the Person Specification.
- What experiences of volunteer coordination and engagement would you bring to this role?

KEY DATES:

Closing Date for applications:	Sunday 12th November 2023
Completed applications sent to:	projects@lancashirebmenetwork.org.uk
Email Subject Line:	MPACE Volunteer Coordinator
Shortlisting:	W/C Tuesday 14th November 2023
Interviews:	21st – 23rd November 2023

Notes:

- Please send videos either via email with your CV or you by WhatsApp to 07436 334143. Please make sure you put your name on the WhatsApp message
- Only shortlisted candidates will be contacted.
- For enquiries, please call 01254 392974 and speak to Nazma or email projects@lancashirebmenetwork.org.uk