



## Job Description

### Training and Development Worker (Cancer Screening and Engagement)

<b>Service:</b>	Quality and Innovation Hub, Greater Manchester Cancer Screening Engagement Programme
<b>Responsible to:</b>	Unique Improvements Director
<b>Salary:</b>	£27,754 (£19,427 pro rata)
<b>Normal hours of work:</b>	3.5 days or 24.5 hours (worked flexibly) This is a 0.7 post
<b>Holiday entitlement:</b>	28 working days (20 days pro rata)
<b>Place of work:</b>	The role covers Greater Manchester. Unique Improvements operates an agile working policy. Staff can work flexibly and choose to work from their home, an office base in Salford or from other working environments such as hot desk space or cafes.
<b>Contract length:</b>	For a fixed term expiring on 31 <sup>st</sup> March 2023
<b>Additional Benefits:</b>	Employees are entitled to join the company pension scheme which attracts a 4% company contribution on a like for like basis. All employees receive automatic free basic enrolment in a 'Medicash' health plan which they can make additional contributions to and gain greater benefits. As part of the 'Agile Working Policy', all employees receive a small budget to allow them to work in different venues away from their home or office, such as hot desking or coffee shops. Employees can take up to 12 paid days each year (pro rata) to volunteer in other projects during work time.

#### Job summary – main purpose of the post:

The Training and Development Worker is an exciting and rewarding role that will lead on coordinating training delivery, and the development of the training framework for Answer Cancer, the Greater Manchester Cancer Screening Engagement Programme. You will deliver training to a range of stakeholders. You will provide overall training coordination and support across the different Answer Cancer workstreams and support capacity and capability amongst other staff and stakeholders (especially Answer Cancer Champions) to take part in the Programme and to deliver local training. This Job Description outlines the expected work priorities and responsibilities. Supervision and peer support will be available to assist the successful candidate to fulfil this role.

- As Training and Development Worker, you will work with Voluntary Community and Social Enterprises (VCSE) across Greater Manchester to develop and deliver a range of training and support offers, to raise awareness of cancer screening programmes and increase uptake. You will co-produce your work with VCSE stakeholders and Answer Cancer Champions.
- You will deliver training as well as liaising with other training providers to ensure that there is a range of training offers for local VCSEs, Answer Cancer Champions and other stakeholders.
- The training offer is provided online and face-to-face.

- You will support other partners in Answer Cancer to maximise training opportunities (for example, the Answer Cancer Champion workstream, the the Grants Workstream)
- You will support the development of training and support resources, including online resources and toolkits that will enable train the trainer approaches
- You do not need to be an 'expert' around cancer screening as full training will be given, although knowledge and experience is a definite advantage. More important is your general training and facilitation skills, your creativity and your ability to provide leadership and support to VCSEs.

You will

- Record and report back on identified Key Performance Indicators to demonstrate successful work and to co-produce a full series of training metrics with other stakeholders
- Liaise with other training providers to ensure best practice is shared within and from the Programme
- You will also support other Programme wide activity such as supporting the promotion of the Grants Scheme and Answer Cancer Champion recruitment and activity

The post holder will need to be creative, innovative and flexible. You will work occasional evenings and weekends.

## **Main Duties:**

### **1. Develop relationships and engage local Voluntary, Community and Social Enterprise Organisations in cancer screening training**

- Develop and deliver training on cancer screening and related topics for community groups, Answer Cancer Champions and staff. This will include a focus on train the trainer approaches designed to build capacity in VCSE organisations.
- Recruit and support Answer Cancer Champions to develop and deliver training.
- Identify community assets/passports in the community to work across programme activity.
- Encourage "Buy In" with other organisations and workplaces and support Answer Cancer Champion recruitment efforts.
- Partner with external stakeholders to share best practice around cancer screening and to ensure the best overall training offer for Answer Cancer Champions across Greater Manchester.

### **2. Develop and deliver a Training Delivery Work Plan**

- Co-produce a training plan with relevant staff in Answer Cancer and stakeholders across GM networks.
- Develop a training system and process including a training calendar, booking, monitoring and follow up of participants. Where processes are in place, to monitor and continuously improve them when necessary.
- Develop and maintain a training calendar for Answer Cancer , ensuring the training offer is promoted across multiple channels.
- Identify, recruit and support community assets/Answer Cancer Champions to develop and deliver training and training resources/toolkits.
- Carry out training asset mapping or an annual training needs assessment.
- Assess training needs for Answer Cancer Champions, organisational Answer Cancer Champions, Grant recipients, other staff and other relevant stakeholders.
- Liaise with subject matter experts to inform training design and the development of training resources, tools and toolkits.

- Help the Research and Evaluation Worker to develop and maintain a training evaluation process that includes follow up of training plans, to track training outcomes, using Kirkpatrick's evaluation model.

### **3. Deliver Training and develop training tools/resources**

- Deliver training through a variety of delivery methods including classroom instruction, virtual and online training, and other creative approaches designed to maximise learning outcomes.
- Identify, recruit and support community assets/Answer Cancer Champions to develop and deliver training and training resources/toolkits.
- Manage logistics for training activities including venues and equipment
- Prepare venue Risk Assessments.
- Establish and maintain relationships with external training providers.
- Manage and maintain in-house training equipment.
- Keep current on training design and methodology.
- Create and/or deliver a range of e-learning packages including webinars and other online resources.

### **4. Monitoring, evaluation and marketing**

- Together with local stakeholders, identify a range of training performance metrics that can demonstrate impact and outcomes.
- Provide feedback to participants and other programme staff around training outcomes.
- Evaluate and make recommendations on training material and methodology.
- Collect data and produce regular training workstream monitoring reports.
- Collect qualitative data including case studies.
- Take part in update meetings with the Quality and Innovation Hub team.
- Contribute to the marketing of the service within and without Greater Manchester by promotion and corporate behaviour.
- Liaise with the Programme Comms team, and other comms stakeholders to market and promote relevant training using a range of mediums and approaches.
- Prepare and deliver presentations at events.
- Together with the Programme Communications Team, promote work through social media, press release and other communication activities.

### **General work-related expectations – for all staff.**

1. Maintain and develop networks, both formal and informal, with local stakeholders, including other workstreams within Answer Cancer.
2. Work within Unique Improvement's mission and values.
3. Contribute to the wider organisational work streams as required.
4. Contribute to organisational planning and development.
5. Work in accordance with all policies and procedures of the organisation.
6. Work in accordance with all relevant legislation.
7. Contribute to the organisation's marketing and publicity.
8. Undergo regular supervision and annual appraisal.
9. Attend regular staff meetings, trainings and other meetings as requested.
10. Identify self-learning and development opportunities.
11. Undertake any other duties appropriate to the post, as required.

**Person Specification**  
**Training and Development Worker**

<b>Requirements</b>	<b>Essential/D esirable</b>	<b>Method of Assessment</b>
<b>1. Skills and competencies</b>		
(a) Experience of training and coaching, particularly in community settings.	E	A
(b) Experience of online training using Zoom or Microsoft Teams	E	A
(c) Ability to perform mapping and desk-based research	D	A
(d) Ability to contribute to and implement strategic plans	D	A
(e) Ability to develop project plans and implement work delivery plans.	E	A
(f) Experience of designing training resources, including online.	E	A
(g) Strong ability to value, motivate and support others, both individually and as a team.	E	A/I
(h) Strong problem-solving and decision-making skills.	E	A
(i) Effective planning skills, using objective setting and prioritisation, including for risk management.	E	A
(j) Ability to actively promote health concepts in public and community settings.	D	A
(k) Excellent communication skills in English – written, verbal and listening.	E	A/I
(l) Strong ability to influence, persuade and negotiate, including to manage conflict and to facilitate groups and discussions.	D	A/I
(m) Good level of competence with Microsoft Office (or similar) packages, including Word and Excel.	E	A/I
(n) Good skills in recording, managing and presenting information.	E	I
<b>2. Knowledge – type and depth</b>		
(a) Knowledge of cancer prevention and early detection of cancer, including cancer screening	D	A/I
(b) Good knowledge of learning theory and principle.	E	I
(c) Good knowledge training methodologies.	E	I
(d) Good knowledge learning management systems.	E	I
(e) Knowledge of Community and Voluntary Sectors/Local Authority and/or NHS systems	D	A/I
(f) Good knowledge of key factors influencing health and wellbeing.	D	A/I
(g) Knowledge of Greater Manchester and its communities.	D	A/I
<b>3. Experience – quality and relevance</b>		
(a) A minimum of two years' experience of facilitating groups and communicating information in learning environments, preferably including the community and voluntary sector	E	A

(b) Extensive experience of working with community groups and organisations.	D	A
(c) Experience of reviewing and quality assuring established processes or course content	E	A
(d) Experience of working with community groups and organisations in Greater Manchester	D	A
(e) Experience of volunteering or working with volunteers or voluntary groups.	D	A
(f) Experience of quality improvement systems.	D	A
<b>4. Personal qualities and circumstances – essential and directly relevant to post</b>		
(a) Awareness of own strengths and weaknesses, with good time management skills.	E	A/I
(b) Personal commitment to equity and diversity across society.	E	A/I
(c) Ability to travel around Greater Manchester.	D	A
(d) Willingness to work occasional unsocial hours (such as evening or weekend)	E	A
(e) Ability to travel around Greater Manchester at short notice and possibly to more than one area per day.	D	A
(f) Full driving licence and use of own car	D	A
<b>5. Learning and development – type and depth</b>		
(a) Commitment to ongoing personal development and learning.	E	A

**A= Application form**

**I= Interview**