**Job Description**

**Job Title:** Information Hub Worker

**Location:** 56-58, the Moor Market, Sheffield

**Accountable to:** The Board of Trustees

**Reporting to:** Community and Outreach Manager

**Accountable for:** The effective coordination of the Information Hub

**Job Summary:** To engage with the general public to provide information andsupport regarding cancer prevention and screening.To work in conjunction with the Community and Outreach Manager to coordinate, deliver and promote an effective information service and one off events .To collect activity data and maintain accurate and timely records in accordance with Cavendish Cancer Care policies.

**Key Responsibilities**

1. Providing information andsupportregarding cancer prevention and screening
2. Answering questions from visitors to the Hub during the day and signposting to other services where appropriate
3. Making calls to make a direct referral to another service during the day if

appropriate

1. Leading on any safeguarding concerns that are presented during the day and

ensuring that Cavendish Cancer Care safeguarding policies are adhered to at all times

1. Supervising and briefing any volunteers or students, ensuring they get appropriate breaks and are clear about their role in the Hub
2. Ensuring data collection about footfall and Hub usage is captured and reported on

throughout the day

1. Promoting an accessible welcoming and safe service for the general public.
2. Opening and closing the Hub, ensuring it is securely locked at the end of the day
3. Maintaining accurate and appropriate documentation (paper and electronic)and timely record keeping
4. Ensuring confidentially of any data captured and ensuring this is securely stored
5. Attending regular meetings with the Community and Outreach Manager
6. Working closely with the Community and Outreach Manager to organise appropriate events to take place at the Hub e.g. Breast/Prostate Cancer Awareness Month
7. Ensuring any donations received during the day are acknowledged, the donor is

clear where this money will go and they are stored securely

1. Remove any rubbish that has accumulated over the course of the day and place in

 the allocated bins and generally tidy the Hub ready for the next day

1. Post holder will be required to work independently but will meet on a regular basis with other Hub staff

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**Key Deliverables**

* To positively engage with the general public in the Moor Market
* To successfully signpost general public to appropriate services
* To contribute to the promotion of the Information Hub

**Key Measures**

* Data captured from footfall re reach of service
* Feedback from the Moor Market
* Accurate and appropriate documentation and record keeping

***The post holder may also be required to carry out other duties reasonably expected by Cavendish Cancer Care.***

***This job description may be amended from time to time to reflect organisational and role developments and needs***

**CONTRACT TERMS**

**Contract Status**: Part time. Self-employed.

**Rate of pay**: £10 per hour

**Working hours:** 15hrs hours per week, Monday to Friday 10am to 4pm, by negotiation. Cover for holidays and absence required