



JOB DESCRIPTION AND PERSON SPECIFICATION FOR THE POST OF DEPUTY HEAD OF SERVICE AT CAVENDISH CANCER CARE

Job Title: Deputy Head of Service

Location: Cavendish Cancer Care premises and Outreach locations

Accountable to: Board of Trustees

Reporting to: Head of Service

Job Summary

The postholder will provide support and where necessary deputise for the Head of Service and contribute to the delivery of an effective and high quality service.

There will be opportunity to contribute to strategy and a requirement to lead and co-ordinate new service developments.

The postholder will provide line management and support for designated areas of service and members of staff.

The postholder will also work directly with clients to provide support, both at the Tim Pryor Centre and in Outreach locations.

KEY RESPONSIBILITIES

Provision of service and support to individuals and families affected by a diagnosis of cancer

- To provide support, and when necessary to deputise, for the Head of Service
- To work directly with and support clients both at the Tim Pryor Centre and Outreach locations.
- To work confidently with patients with cancer at any stage of the disease, or with a family member who is affected by a diagnosis of cancer or during bereavement.
- To work with patients with other life limiting conditions and their carers, either as part of a pilot project or regular service.

- To maintain appropriate and accurate documentation and to collect activity data and to ensure all completed in a timely manner.
- To contribute to service provision within a hybrid model of delivery, including outreach services and to maintain the ethos and high standard of the supportive care offered.
- To lead and coordinate on designated areas of current service and to implement and take responsibility for new service developments as required.
- To produce service evaluation reports and to contribute to research and audit as appropriate, in collaboration with the Head of Service.
- To work with colleagues to develop and deliver communications and to promote engagement with Cavendish Cancer Care Services.
- To lead engagement with clients, carers, healthcare professionals, social care, VCSE organisations and supporters of the charity. Attending meetings as required.
- To act as a designated Safeguarding Lead.

Management and Leadership

1. To work with the Head of Service in relation to recruitment, training and supervision of therapists and assessors.
2. To provide line management for designated members of the team including day-to-day management, case discussion time and support.
3. To set consistently high professional standards and ensure compliance of clinical staff at all times, in keeping with the policies and procedures of the service.
4. To contribute to training and educational programmes as required and to promote a learning culture across the team. This includes the coordination of placements and teaching for Student Doctors.
5. To lead and participate in team meetings and events
5. To work with the Head of Service and all members of the core staff to ensure effective communication across teams.
6. To ensure you hold and maintain current relevant professional registration and to be proactive with your training and development needs.

Governance and general duties

1. To comply with Cavendish Cancer Care's policies and procedures at all times, including health and safety regulations, Equal Opportunities and GDPR. To respect confidentiality, applying to all Cavendish Cancer areas.
2. To contribute to regular reviews and updating of policies and procedures for therapy services, ensuring effective, up-to-date clinical governance.
3. To contribute to the Risk Assessments that are undertaken.
4. To act as an Ambassador for Cavendish Cancer Care and to safeguard the good name and reputation of Cavendish Cancer Care by every reasonable means.

5. To represent and promote the work of Cavendish Cancer Care to external agencies both within the Health Service and the Voluntary Sector.
6. To demonstrate a positive and supportive attitude to staff and volunteers and uphold the philosophy and values of the charity.
7. To ensure Equality, Diversity and Inclusion (EDI) is a guiding principle throughout the design of the service and is considered in all aspects of development.

The above job description is not an exhaustive list of all duties required of the postholder.

The post holder may also be required to carry out other duties reasonably expected by Cavendish Cancer Care. This job description may be reviewed and amended as required following consultation with the post holder to reflect organisational and role developments and needs.

CONTRACT TERMS

Contract Terms: Part time. Two year fixed term contract with the possibility of extending to a permanent contract.

Working hours: 24-28 hours per week over 4 days.

Working Location: Tim Pryor Centre, 34 Wilkinson Street, and Outreach locations (currently includes Weston Park Hospital, Royal Hallamshire Hospital and the Palliative Care Unit within the Sheffield Teaching Hospitals Trust).

Salary: £34,000 - 37,000 per annum pro rata full time equivalent, dependent on experience.

Pension: Cavendish Cancer Care Group Personal Pension Plan, Royal London.

Employer Contribution 3%, Employee Contribution 5%.

Annual Leave: 25 days (pro rata) + Bank Holidays (pro rata).

PERSON SPECIFICATION

Methods of Assessment:

A = Application Form

C = Certificate

I = Interview

R = References

P = Presentation

	Essential	Desirable	Assessment
Qualifications			
Registered Healthcare Professional	X		A/C
Degree in relevant field.		X	A/C
Evidence of study within cancer care		X	A/C
Continued professional development relating to cancer care.	X		A/C
Knowledge and Experience			
Experience of working in a health or social care setting and leading a team.	X		A/I/R/P
Professional experience of working with people who have cancer or other life limiting disease and families who are experiencing emotional distress.	X		A/I/R/P
Knowledge/understanding of the psychological, emotional, and spiritual needs commonly experienced by people affected by cancer and life limiting conditions.	X		A/I/R/P
Knowledge/understanding of grief, loss and bereavement issues.	X		A/I/R/P
Experience of a person centred approach to the delivery of high quality support and services.	X		A/I/R/P
Knowledge of adult safeguarding and legislation.	X		A/I/R/P
Experience of working with volunteers		X	A/I/R/P
A clearly documented commitment to professional and personal development.	X		A/I/R/P
Experience of work within the Voluntary sector.		X	A/I/R/P
Experience of delivering educational and training programmes.		X	A/I/R/P

Skills/Abilities			
Excellent communication and strong interpersonal skills.	X		A/I/R/P
Ability to work flexibly, be responsive to individual needs and build and maintain therapeutic relationships with clients.	X		A/I/R/P
Excellent time management and organisational skills and ability to prioritise workloads.	X		A/I/R/P
Ability to work effectively within a team and independently.	X		A/I/R/P
Ability to demonstrate compassion when dealing with highly emotive situations.	X		A/I/R/P
Excellent record keeping and written skills.	X		A/I/R/P
Excellent computer literacy.	X		A/I/R/P
Ability to work accurately with attention to detail.	X		A/I/R/P
Ability to manage conflicting priorities	X		A/I/R/P
Personal Qualities & Attributes			
Commitment to the values and ambitions of Cavendish Cancer Care.	X		A/I/R/P
Commitment to a person - centred holistic approach to care.	X		A/I/R/P
Is compassionate and shows empathy.	X		A/I/R/P
Self- motivated and conscientious.	X		A/I/R/P
Committed to equality and diversity.	X		A/I/R/P
Personal resilience.	X		A/I/R/P
Ability to fully participate in team working	X		A/I/R/P
Adaptable and flexible approach.	X		A/I/R/P
Ability to travel across the local area in response to service need if required.	X		A/I/R/P
Ability to reflect and learn from experience.	X		A/I/R/P