

Head of Service: Children & Young People

Candidate Information Pack

Cavendish Cancer Care
Tim Pryor Centre
34 Wilkinson Street
Sheffield
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hello@cavcare.org.uk

www.cavcare.org.uk

Registered Charity 1104261

A Message from Our CEO

Many thanks for taking an interest in joining our team at Cavendish Cancer Care. In this pack you will find information about your job role but also about the ethos and culture of our charity

At Cavendish Cancer Care, we understand that each person's journey with cancer is unique whether you be a patient, carer or family member. Therefore, our support is tailored to individual needs, ensuring a personalised approach.

Our dedicated team provides a wide range of therapies and group interventions, both in person and online. These can deliver significant and immediate health benefits but also equip individuals with self-help techniques, such as relaxation and visualisation, which can support their long-term overall wellbeing.

All of our support is free of charge because we firmly believe that financial constraints should not hinder individuals from accessing the care they deserve. By removing financial barriers, we ensure equitable access to our support services, promoting a more inclusive and compassionate environment.

It is important to note that our support extends to individuals of all ages. Our commitment to inclusivity is exemplified by our dedicated Children and Young People's Service, which offers specialist play therapy, art therapy and counselling. Children affected by cancer receive tailored support through these specialised services, ensuring they have a safe space to express their emotions and navigate their unique challenges.

Demand for our support has soared. To address this growing demand and enhance our overall effectiveness, we are currently conducting a strategic review. Our aim is to improve the integration of support services, reach a broader audience, promote diversity, upgrade our facilities and ensure financial sustainability.

I look forward to welcoming you to our team.



Emma

Emma Draper CEO





"Cavendish Cancer Care is a lifeline, they provide a haven in the turmoil of cancer treatment. Not only that they provide practical and emotional support that friends and family can't. I really don't know where I would have been without them"

About Cavendish Cancer Care

At Cavendish Cancer Care we support local people who are living with cancer. We give them and their families the chance to talk in confidence and offer complementary therapies to help alleviate both the emotional strain of cancer, and the physical side effects of the illness and its treatment.

We're an independent Sheffield charity and since 1991, we've been helping people across South Yorkshire, North Derbyshire and Nottinghamshire

We work alongside the NHS, offering professional counselling and therapy that complements and supports medical treatment. Our team of skilled counsellors and therapists specialise in supporting those with cancer. The services we offer are fully tailored to each individual's needs. We provide a place where people can share feelings and thoughts without guilt or the fear of upsetting anyone. We'll listen to the things people can't always say to their loved ones, with no judgement.

We are a charity and rely on the generosity of the public to keep our doors open. This includes donations and fundraising from supporters and former clients, and the hard work of our amazing volunteers.

About the Role

The postholder will, in conjunction with the Head of Service, be responsible for the delivery of a high quality professional Children and Young People's Service.

The postholder will contribute to strategy and lead and implement new service developments and design.

The postholder will provide line management, direction and support for the therapy team ensuring best practice and compliance with governance in all areas.

The postholder will act as a Designated Safeguarding Lead.

The post will involve working directly with children, young people and families to provide assessment and therapeutic support for those affected by a diagnosis of cancer or during bereavement.

Head of Service: Children & Young People

Hours:	22.5 - 30 hours over 3-4 days
Location:	Tim Pryor Centre and other locations as required
Accountable to:	Board of Trustees
Reporting to:	Head of Service
Salary	£38,000 pro rata (dependent on experience)



Key Responsibilities

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

- To lead and be responsible for the delivery of effective service provision and to maintain the ethos and high standard of the support offered.
- To contribute to strategy and to lead and implement new service developments.
- To work confidently with families, children and young people. To provide triage, assessment and appropriate therapy for children and young people who are experiencing distress in relation to a diagnosis of cancer in the family or during bereavement.
- To consult with a parent/guardian and provide advice and information about children's developmental needs to enable them to respond and provide appropriate support.
- To ensure a current relevant professional registration/membership is maintained, to attend regular clinical supervision and to be proactive with training and development needs.
- To implement robust recording, data management and collection of activity data.
- 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 and maintain effective working relationships with healthcare professionals, education providers, social care, VCSE organisations and supporters of the charity. To attend meetings as required.
- To act as a designated Safeguarding Lead and, in conjunction with the Head of Service, to hold responsibility and oversight for all safeguarding decision making. To be the point of contact for the service providing support, guidance and compliance.

Management and Leadership

- To work with the Head of Service in relation to recruitment, training and supervision of therapists.
- To provide line management and leadership for members of the team including case discussion time and support. To build and maintain a capable and motivated team.
- To set consistently high professional standards and always ensure compliance of clinical staff, in keeping with the policies and procedures of the service.
- To contribute to training and educational programmes as required and to lead and participate in meetings to promote a learning culture across the team.
- To work with the Head of Service and all members of the core staff to ensure effective communication across teams.
- To work closely with the Head of Finance & Data when required to complete grant applications.

Key Responsibilities

Governance and general duties

- To ensure effective clinical governance and that staff and Cavendish Cancer Care are compliant with all legislation and codes of practice relevant to delivery of therapy and support, including health and safety regulations, Equal Opportunities and GDPR.
- To respect confidentiality, applying to all Cavendish Cancer areas.
- To contribute to the planning and development of Risk Assessments that are undertaken and contribute to regular reviews and updating of policies and procedures for the Young People's Service.
- 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.
- To represent and promote the work of Cavendish Cancer Care to external agencies both within the Health Service, Educational establishments and the Voluntary Sector.
- To demonstrate a positive and supportive attitude to staff and volunteers and uphold the philosophy and values of the charity.
- 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.

Terms of Contract

Contract Status	Part Time. Salaried Permanent
Location:	The main base for this post is the Tim Pryor Centre (34 Wilkinson Street). However, the post holder may be required to work at other locations as required by Cavendish Cancer Care.
Working Hours	22.5 – 30 hours per week over 3-4 days.
Salary	£38,000 per annum (dependent on experience) pro rata.
Annual Leave	25 days (pro rata) plus bank holidays (pro rata)
Pension	Cavendish Cancer Care Group Personal Pension Plan, Royal London. Employer contribution - 3%. Employee contribution - 5%.

Person Specification

	Required	Desirable
Qualifications		
Professional qualification which may include clinical psychology, counselling, art therapy, play therapy.	X	
Degree in relevant field.		X
Membership /Registration of the relevant professional /regulatory body.	X	
Continued professional development relevant to area of practice.	X	
Knowledge and Experience		
Experience of line management and of leading a team to deliver a high quality professional service.	X	
Experience of working in a health/social care/educational setting.	X	
Professional experience of delivering one to one therapeutic support for children, young people and parents and families who are experiencing emotional distress and life changing situations.	X	
Knowledge of children and young people's development.	X	
Knowledge/understanding of the psychological, emotional, and spiritual needs commonly experienced by people affected by cancer and life limiting conditions.	X	

Person Specification

	Required	Desirable
Knowledge/understanding of grief, loss and bereavement issues.	X	
Experience of delivering support via digital platforms.		X
Knowledge of children's safeguarding, child protection and legislation.	X	
A clearly documented commitment to professional and personal development.	X	
Experience of delivering educational and training programmes.		X
Experience of leading group support for young people.		X
Skills & Abilities		
Excellent communication and strong interpersonal skills.	X	
Ability to work flexibly, be responsive to individual needs and build and maintain therapeutic relationships with clients.	X	
Excellent time management and organisational skills and ability to prioritise workloads.	X	
Ability to work effectively within a team and independently.	X	

Person Specification

	Required	Desireable
Ability to demonstrate compassion when dealing with highly emotive situations.	X	
Excellent record keeping and written skills.		X
Excellent computer literacy.	X	
Excellent organisational skills and attention to detail.	X	
Ability to manage conflicting priorities.	X	
Personal Qualities & Attributes		
Commitment to the values and ambitions of Cavendish Cancer Care.	X	
Commitment to a person - centred holistic approach to care. Showing compassion and empathy	X	
Committed to equality and diversity	X	
Self- motivated and conscientious with an ability to fully participate in team working. Showing an adaptable and flexible approach.	X	
Personal resilience.	X	
Ability to reflect and learn from experience.	X	



Our Care

Cavendish Cancer Care believes that people affected by cancer have unique needs that cannot always be fully addressed by their health care providers and social support networks. We offer a safe space for people to talk and someone to help them deal with the way cancer has affected them and their life. We strive to support people as individuals, seeing the person, not the illness.

We support people:

- With a cancer diagnosis / going through treatment
- In remission / survivors
- With a loved one facing cancer (such as a parent, child, or partner)
- Who are caring for someone with cancer
- Who have been bereaved by cancer

We will work with you and help you to adjust to cancer, improve your emotional wellbeing and enrich your life.

Our Children and Young People's Service offers specialist support to children and young people up to the age of 18 whose lives have been affected by cancer. This includes those who have had cancer themselves, as well as those who have been affected by the illness within the family. The service also works with young people who are bereaved.

As well as offering one-to-one sessions to young people, our therapists offer advice and support to parents and carers who are looking for guidance in supporting their children and in managing what is often a dramatic change in the family.

The face-to-face in-person service we provide at our home, the Tim Pryor Centre, in the centre of Sheffield will always be a vital part of what we do and will always be core to our values. However, in order to ensure we reach as many people as possible, over the last three years we have developed our online presence, through both live sessions and on-demand content.

We have developed an extensive bank of online resources and self-directed courses. Our new Online Wellbeing Bundle provides lifetime access to a wide range of audio, video and written resources on a number of topics, including stress, mindfulness, sleep, diet and nutrition, which clients can use to manage their long-term health and wellbeing.

Our face to face and online offerings, coupled with our peer-to-peer support service, Cavendish Cancer Buddies, mean that we are now able to offer a wide range of interventions to effectively address the impact cancer has on each individual.

Vision for the Future

Although our services continue to evaluate extremely well and make a real difference to the lives of those we support, we never stop looking for ways to improve the care we provide. In 2023/24 we are undertaking a strategic review of our services to ensure that:

- All the different types of support we offer are fully integrated and we provide a seamless experience for our clients to ensure that they can access the right support at the right time, to maximise their short and long-term health and wellbeing;
- We can reach more of the people who would benefit from our support but don't currently receive it;
- We increase the diversity of our client base so that it is more representative of the community we serve;
- Our premises, facilities and systems are fit for purpose and provide a quality experience for our clients; and
- We can become a centre of excellence for integrated cancer care

We are committed to expanding and enhancing our Children and Young People's Service, ensuring that it can reach and support a larger number of young individuals facing the challenges of a cancer diagnosis, whether personally or within their family. Our goal is to create an environment and structure that can effectively provide the much-needed support for these young people to address the significant trauma they have experienced.

We are excited about the opportunities that lie ahead as we plan for the future.

Cavendish Cancer Care

Contributing to Integrated Cancer Care, Education and Research

Our experienced therapy team also operate hospital-based outreach services across several key locations within Sheffield Teaching Hospitals NHS Foundation Trust. They provide vital support to patients and carers as they go through treatment and end-of-life care. Building on this, we have expanded our outreach service to Chesterfield Royal Hospital to support people affected by cancer in North Derbyshire.

In addition, we maintain a role working alongside the University of Sheffield to deliver high quality education and placements for the University's medical students. We help them to understand the importance of complementary therapies and the role they can play in effective holistic support for people affected by cancer.

We also have involvement with the SURECAN study, led by Queen Mary University of London. This study seeks to develop a new type of talking therapy to improve the quality of life and overall wellbeing of cancer patients.



Our Commitment to Equity, Diversity and Inclusion

At Cavendish Cancer Care, we are dedicated to fostering an inclusive and diverse work environment. We firmly believe that a diverse workforce, inclusive of various backgrounds, experiences, and perspectives, enriches our workplace and strengthens our ability to innovate and serve our community effectively.

We are committed to providing equal employment opportunities to all individuals regardless of race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. We actively promote an environment where everyone feels valued, respected and empowered to contribute their best.

Our commitment to equity, diversity and inclusion extends beyond our hiring process. We strive to create an atmosphere where every employee feels supported, has the opportunity to grow and can thrive in their role. Through ongoing education, training and open dialogue, we are dedicated to continuously improving our practices and fostering an environment that champions diversity and inclusion at all levels.

How We Deal with Your Application

We will deal with your application as quickly as possible and advise you of the likely timetable at each stage.

Following your application:

- You will receive an acknowledgment of receipt of application.
- Your application will be evaluated against the criteria set out in the pack. All applicants will be contacted with feedback.
- Shortlisted candidates will be invited for interview at Cavendish Cancer Care.
- Where a candidate is unable to attend and interview on the set date then we will endeavour to provide an alternative date. The timescales of this alternative date must be equitable and fair for all candidates involved.
- All candidates interviewed will be contacted with feedback.
- If successful you will receive a letter confirming your appointment.

How We Treat Your Data

We take the protection and security of the information you provide extremely seriously.

Unless you are successful in securing employment with Cavendish Cancer Care, we will use it only as part of our recruitment processes, to assess your suitability for any vacancies within our team. For further information about our approach, please visit <https://cavcare.org.uk/get-involved/jobs/>

How to Apply

If you wish to apply for the position, please supply the following:

- An up-to-date CV setting out your career history with responsibilities and achievements, any professional registrations and preferred contact details.
- A supporting statement (or covering letter) of no more than two pages which fully addresses the criteria in the job description and person specification.
- Details of two referees who can speak authoritatively about you, together with a brief statement of how long they have known you and in what capacity. Referees will not be contacted without your consent

The above should be sent to A.Hetherington@cavcare.org.uk

The closing date for applications is midnight 1st October

For an informal and confidential discussion about the role please contact Ann Hetherington: Head of Service

Recruitment Timetable

The dates are indicative and may be subject to change (except the closing date)

Closing Date: 1st October at midnight

Interviews: w/c 9th October

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