

# Complementary Therapist

## Candidate Information Pack

Cavendish Cancer Care  
Tim Pryor Centre  
34 Wilkinson Street  
Sheffield  
S10 2GB

[hello@cavcare.org.uk](mailto:hello@cavcare.org.uk)

[www.cavcare.org.uk](http://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

**Are you looking for a new opportunity to join our well-established team?**

An exciting opportunity has arisen for a therapist to join the team at Cavendish Cancer Care. You will be contributing to a key part of the service supporting and working directly with patients, carers and families affected by a diagnosis of cancer and during bereavement. This post involves working with patients and carers in the role of Complementary Therapist.

A qualification in Reiki and at least one other complementary therapy is essential.

Therapies may be delivered either at the Tim Pryor Centre or as part of the Outreach services for patients at Weston Park Cancer Centre, Royal Hallamshire Hospital and the Palliative Care Unit at the Northern General Hospital.

Cavendish Cancer Care is a registered charity offering professional care and support, free of charge, to people affected by a diagnosis of cancer.

## Complementary Therapist

**Hours:**

**9 - 12 hours  
over 2 to 3 days**

**Location:**

**Tim Pryor Centre  
and or Outreach  
Services**

**Accountable  
to:**

**Board of Trustees**

**Reporting to:**

**Head of Service**

**Pay**

**£28.25ph  
self-employed**



## Key Responsibilities

- 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.
- To consider individual physical, emotional, social and spiritual needs and to deliver complementary therapies to patients and carers to help address the needs and concerns identified at the initial consultation.
- To keep an overview of the client's pathway through the centre or in outreach.
- To liaise and communicate effectively with other health care professionals involved as appropriate.
- To maintain appropriate and accurate client records and to collect activity data and to ensure all completed in a timely manner.
- To maintain patient /carer confidentiality and to work within the policies and procedures of Cavendish Cancer Care.
- To liaise with other members of the team at Cavendish Cancer Care, to attend staff and team meetings as necessary and share knowledge and skills with the rest of the staff team as requested.
- To participate in service development activities as appropriate.
- To contribute to research and audit in relation to complementary therapies and cancer as appropriate.

### Terms of Contract

Contract Status	Self-employed with a Contract for Services agreement in place between the Therapist and Cavendish Cancer Care.
Location:	Tim Pryor Centre and or Outreach Services
Working Hours	9 - 12 hours over 2 to 3 days
Salary	£28.25 per hour. Invoices to be submitted to Cavendish by the date specified each month by Cavendish to ensure payment is processed and paid in that month.
Support and Professional Development	Support is provided by the Head of Service at the Centre, in addition to peer and group support. Mentorship is provided for the first three months. The therapist is required to: <ul style="list-style-type: none"> <li>• Arrange external clinical supervision.</li> <li>• Have a clearly documented commitment to professional and personal development.</li> </ul>

## Person Specification

Qualifications	Required	Desirable
A recognised qualification in Reiki and at least one other complementary therapy.	X	
To be a full member of a relevant professional organisation and be insured for your practice.	X	
A minimum of 2 years post training experience.	X	
Additional qualifications obtained post registration.		X
Skills		
Ability, and commitment, to work in a person centred, collaborative and holistic way.	X	
Excellent communication and interpersonal skills and the ability to work as part of a team and independently.	X	
Ability to work flexibly, be responsive to individual needs.	X	
Be able to build and maintain therapeutic relationships with clients in an inclusive and respectful and way.	X	
Excellent time management skills and organisational skills.	X	
To be confident using emails, Microsoft Teams and Outlook.	X	

## Person Specification

Knowledge	Required	Desirable
Knowledge/understanding of the psychological, emotional, and spiritual needs of people affected by life limiting conditions.	X	
Knowledge/understanding of grief, loss and bereavement issues.	X	
Knowledge of adult safeguarding and legislation.	X	
A clearly documented commitment to professional and personal development.	X	
Knowledge in relation to audit and research.		X
Knowledge of cancer treatment		X
<b>Experience</b>		
Professional experience of working with people who have cancer or other life limiting disease and families who are experiencing emotional distress and life changing situations.	X	
Two or more years' experience relevant to the requirements of the post.	X	
Experience of working within a multidisciplinary team.		X
Experience of working within the National Health Service.		X
Experience of delivering short term interventions.		X

## Person Specification

Personal attributes	Required	Desirable
Self- motivated and conscientious.	X	
Committed to equality and diversity	X	
To be self reflective and resilient	X	

**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.**





## 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 in person group work and online presence, through both live sessions and on-demand content badged as Cavendish@Home.

We have developed an extensive bank of online resources and self-directed courses. Cavendish@Home 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.

## Why work with us ?



Some benefits of being a member of the Cavendish team include:

### **Cavendish Wellbeing Platform**

All staff have access to our Cavendish Wellbeing platform which contains video and self directed content to support your mental and physical wellbeing.



### **Continuing Professional Development**

Everyone working at Cavendish Cancer Care has access to training budget each year to support their professional development.

### **Free car parking**

We have staff parking onsite at our home the Tim Pryor Centre.

### **Flexible working**

We believe a positive workplace means having a flexible approach to working patterns and will always listen to your needs and try to accommodate them if possible.



### **Experts in cancer support**

For more than 30 years we have been improving the quality of life for people living with cancer and their loved ones. You will be joining a charity that is well respected across the cancer care landscape



### **Making a difference**

By taking a role at Cavendish Cancer Care you will be contributing to an vital charity supporting cancer patients and their families. You will be able to see the difference you make on a day to day basis.

## 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 to ensure

- 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 had involvement with the SURECAN study, led by Queen Mary University of London. This study sought to develop a new type of talking therapy to improve the quality of life and overall wellbeing of cancer patients. Through our involvement in this study we have developed a pilot project for an ACT (Acceptance and Commitment Therapy) in person at our centre.



## 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 2 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:  
Ann Hetherington - Head of Service

[a.hetherington@cavcare.org.uk](mailto:a.hetherington@cavcare.org.uk)

The closing date for applications is Wednesday 20th November

For an informal and confidential discussion about the role please contact Ann Hetherington on the email above or call 0114 278 4600

## Recruitment Timetable

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

**Closing Date: Wednesday 20th November**

**Interviews: Wednesday 27th November**

# cavendish cancer care

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