CANDIDATE INFORMATION PACK

World Cancer Research Fund

Cancer Support Programme Manager  Closing Date: 5pm, 6th November 2022

This pack includes:

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- WCRF ORGANISATIONAL VALUES
- ABOUT THE ROLE
- JOB DESCRIPTION
- PERSON SPECIFICATION
- TERMS & CONDITIONS
- HOW TO APPLY
- EQUAL OPPORTUNITY MONITORING FORM
- JOB APPLICANT PRIVACY NOTICE

For more information about the organisation please visit our website: www.wcrf-uk.org

Registered with the Charity Commission in England and Wales (Registered Charity No: 1000739)
World Cancer Research Fund UK is part of the WCRF network
WELCOME

If you’re passionate about healthy living and health promotion, and want to see a world where no one develops a preventable cancer, why not consider joining us at World Cancer Research Fund?

Cancer currently affects one in two people in the UK but, as the cancer prevention experts, we know that about 40 per cent of cancers could be prevented.

World Cancer Research Fund champions the latest and most authoritative scientific research from around the world on cancer prevention and survival through diet, weight and physical activity, so that we can empower people to make informed lifestyle choices to reduce their cancer risk.

We are a member of the World Cancer Research Fund network of cancer prevention charities based in Europe, the Americas and Asia. As a network, we are a leading authority on cancer prevention through diet, weight and physical activity.

To meet our vision of living in a world where no one develops a preventable cancer, we need high quality and motivated employees from a mix of backgrounds and with a range of skills and experiences. In return, we aim to offer the best possible working environment for people so that talent is nurtured and developed.

Within this candidate pack you will find additional information about the role you are applying for and the benefits we offer.

To apply for this role, please complete and submit a CV, covering letter (maximum two pages) and the attached equal opportunities form. If you have any queries please contact Human Resources at hr@wcrf.org or visit our website at www.wcrf-uk.org.

On behalf of World Cancer Research Fund, we thank you for your interest in helping to prevent cancer and wish you the best of luck with your application.

Best wishes,
Human Resources
VALUES

EVIDENCE BASED
We are an authority on lifestyle related cancer research – continuously learning and evaluating, so that we can deliver excellent outcomes.

INCLUSIVE
Everyone counts – we value, respect and trust each other.

INFLUENTIAL
We are collaborative, engaged and focused on maximising impact in all that we do.

INNOVATIVE
We are curious and creative; evolving and exploring so we can deliver solutions that make a real difference.

EMPOWERING
We make every day meaningful, building and sharing our knowledge and allowing our passion to shine through.
ABOUT THE ROLE

We are seeking a Cancer Support Programme Manager who will be responsible for the development and delivery of World Cancer Research Fund’s support for people living with and beyond cancer. You will also contribute to our offer for health professionals and help to promote our information and support to new audiences.

Who you will be working with:
You will be working within World Cancer Research Fund’s Health Information team who translate our scientific evidence on the role of diet and lifestyle in cancer prevention and survival into practical information and support for the public as well as education for health professionals. You will also work with people living with and beyond cancer and health professionals, with Fundraising colleagues on funding opportunities and with Communications colleagues to widen our reach.

World Cancer Research Fund’s Fundraising and Health Information Department

What we are looking for:

- Extensive work experience in health promotion/support services, health services or a similar service delivery role
- Extensive experience of managing projects from conception to impact measurement
- Experience of stakeholder engagement and partnership development
- Experience of collaborating with marketing and promotion specialists
- Understanding of the UK health sector and the issues facing people living with and beyond cancer
- Excellent verbal, written and presentation skills
## JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job title</th>
<th>Cancer Support Programme Manager</th>
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<tbody>
<tr>
<td>Department</td>
<td>Fundraising and Health Information</td>
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<tr>
<td>Reporting to</td>
<td>Head of Health Information</td>
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<tr>
<td>Contract</td>
<td>Permanent</td>
</tr>
<tr>
<td>Location</td>
<td>London, N1</td>
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<tr>
<td>Hours</td>
<td>Full-time, 37.5 hrs per week</td>
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<td></td>
<td>We’re a hybrid working employer, meaning you’re required to come into the office at least 2 days per week, currently between Tuesday-Thursday</td>
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<tr>
<td>Salary</td>
<td>FTE: £35,000-£38,000 per annum, dependent on experience, plus benefits</td>
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</table>

### Department description

The Health Information team is part of the Fundraising and Health Information Department. We translate World Cancer Research Fund’s scientific evidence on the role of diet and lifestyle in cancer prevention and survival into practical, easy advice for the public through our Cancer Prevention Recommendations. Our research shows that following our Recommendations can help lower the risk of developing cancer, improve quality of life for people living with and beyond cancer, reduce their risk of cancer recurrence and improve their chances of survival. As well as offering the public information and support, we educate and inform health professionals through our multi-disciplinary network.

We work with the Fundraising team to maximise income for our health information projects and to achieve our shared engagement goals. We also work closely with the Communications and Engagement team to produce our resources in print and online and to market and promote our projects to a range of audiences.

### Main purpose of the role

Helping people living with and beyond cancer to live well through initiatives which provide them with diet and lifestyle information and support in line with our Cancer Prevention Recommendations and further emerging evidence on survivorship. You will lead on all aspects of these projects and also contribute to our offer for health professionals, particularly those supporting people affected by cancer.

You will carry out a range of activities including project design and management, stakeholder engagement and impact measurement. You will work with people living with and beyond cancer and develop partnerships to promote our information and support to new audiences, as well as engage health professionals. The role also works closely with Communications and Engagement colleagues on marketing and promotion and with Fundraising colleagues to access potential funding opportunities for projects across your remit.

### A SUPPORT FOR PEOPLE LIVING WITH AND BEYOND CANCER - GENERAL

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<table>
<thead>
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<tbody>
<tr>
<td>1</td>
<td>Lead WCRF’s work to inform and support people living with and beyond cancer, based on our scientific evidence on the role of diet and lifestyle in cancer prevention and survival and informed by their direct experience and the expert guidance of health professionals</td>
</tr>
<tr>
<td>2</td>
<td>Identify and build relationships with professionals and organisations to support our work and extend and widen its reach to people living with/beyond cancer from diverse backgrounds across the UK</td>
</tr>
<tr>
<td>3</td>
<td>Identify unmet needs among people living with/beyond cancer which align with WCRF expertise and our strategic direction and propose initiatives which extend our reach and impact</td>
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</table>
4. Work with Fundraising colleagues to develop trust and corporate funding proposals and contribute to progress reports for funders

5. Build and maintain links with individuals living with/beyond cancer who act as ambassadors for WCRF

6. Represent the needs of people living with cancer and bring their viewpoints to internal discussions

7. Working with the Head of Health Information, contribute to the strategic direction of the team’s work, particularly our offer for people living with/beyond cancer and the professionals who support them

8. Build a solid knowledge of WCRF’s scientific evidence, Cancer Prevention Recommendations and health information messages, to ensure effective communication of these to our audiences and proactively liaise with the Research Interpretation team to understand and translate key scientific updates into information and support for the general public, including those living with cancer

9. Follow editorial processes to meet our rigorous review requirements and ensure that all copy is accurate and fact checked

10. Maintain high standards of copywriting and proofreading, including spelling and punctuation according to house style, and ensure adherence to brand guidelines at all times

### B COOK-ALONG CLASSES PROGRAMME

1. Lead on the development, planning and implementation of all aspects of our ongoing and future cook-along classes for people living with and beyond cancer

2. Oversee and contribute to the marketing and promotion of the classes to widen their reach, including through health professional networks and external partnerships

3. Monitor engagement with and outcomes of the programme on an ongoing basis to inform its future development and measure its impact

4. Source and liaise with contractors to help deliver the classes and supervise any potential support staff

### C OTHER INFORMATION AND SUPPORT PROJECTS FOR PEOPLE LIVING WITH CANCER

1. Project manage other initiatives to inform and support people living with and beyond cancer with a focus on remote delivery, e.g. through live and recorded digital events, helpline support

2. Plan projects in line with good practice in areas such as accessibility, user involvement, safeguarding and digital service delivery

3. Identify opportunities to fill gaps in our information offer for people living with cancer and liaise with Health Information colleagues to scope out and commission new products from them

### D SUPPORT FOR HEALTH PROFESSIONALS

1. Work with Health Information colleagues to develop our support for health professionals and monitor its impact

2. Lead the delivery of engagement events for health professionals, including researching potential guests, overseeing the programme and logistics and coordinating marketing and follow up activities

3. Lead the needs assessment, development and delivery of any future education products tailored to health professionals supporting people living with/beyond cancer e.g. training, webinars

4. Support the promotion of our package for health professionals and the uptake and use of our health information with their patients/clients, particularly relating to our offer for people living with/beyond cancer

5. Attend relevant conferences and events to engage with stakeholders and promote our work

6. Liaise with our freelance Health Promotion Consultant on aspects of our education for professionals

### E HEALTH CONTENT AND PROMOTION

1. Working closely with Health Information and Communications colleagues, collaborate on the marketing and promotion of our health information and support to widen its reach to new audiences, including through health professional channels and networks

2. Draft marketing plans and communications project request forms which describe desired outputs and suggest timelines for the promotion of new and existing projects to increase reach to target audiences
<table>
<thead>
<tr>
<th></th>
<th>Suggest ideas, collaborate on and create engaging information and support-related content for WCRF’s e-newsletters, blogs, website and other relevant channels and cross-team projects and campaigns</th>
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<tbody>
<tr>
<td>4</td>
<td>Develop partnerships to promote our information and support to new audiences</td>
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<tr>
<td>5</td>
<td>Support the inclusion of the voices and experiences of people living with cancer in our media work and across our own channels and act as a link person between them and our Communications team</td>
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<tr>
<td>6</td>
<td>Support media and PR activity by acting as a media spokesperson where relevant</td>
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</table>

**D GENERAL**

<table>
<thead>
<tr>
<th></th>
<th>Build excellent, mutually supportive relationships across the department and organisation</th>
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<tbody>
<tr>
<td>2</td>
<td>Keep abreast of developments in the voluntary and health sectors, identifying potential opportunities</td>
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<td>3</td>
<td>Share our commitment and approach to improving outcomes and reducing health inequalities</td>
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<td>4</td>
<td>Act as an ambassador for WCRF, representing the organisation and raising awareness of our health messages</td>
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<td>5</td>
<td>Undertake occasional UK travel sometimes with overnight stays</td>
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<td>6</td>
<td>Ensure all actions undertaken comply with the current General Data Protection Regulations (GDPR 2018) and other relevant legislation</td>
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<tr>
<td>7</td>
<td>Undertake any other tasks as directed by the Head of Health Information</td>
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## PERSON SPECIFICATION

The person specification describes the specific experience, knowledge, skills, qualifications and attributes that are needed for the job.

<table>
<thead>
<tr>
<th>Experience</th>
<th>Knowledge and technical skills</th>
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<tbody>
<tr>
<td>Extensive experience of working in health promotion/public health/voluntary sector service delivery/clinical engagement/health services or similar</td>
<td>Project management skills</td>
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<tr>
<td>Extensive experience of managing projects from conception through to delivery and evaluation, including managing changes over the project lifetime</td>
<td>Understanding of the UK health sector and the issues facing people living with and beyond cancer</td>
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<td>Extensive experience of stakeholder engagement at all levels, including networking, influencing and developing partnerships with other organisations</td>
<td>Understanding of the links between nutrition, physical activity and weight and cancer prevention and survivorship</td>
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<td>Experience of supporting or working alongside health professionals</td>
<td>Excellent verbal and written communication and presentation skills with the ability to structure information clearly and tailor communications to a range of audiences</td>
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<tr>
<td>Experience of engaging with people living with cancer or another health condition</td>
<td>Good interpersonal skills with ability to work effectively with a range of stakeholders to share thinking and drive plans forward</td>
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<tr>
<td>Experience of collaborating with marketing and communications specialists to promote information or support to potential users</td>
<td>Strong research and data analysis skills in order to inform the direction of work</td>
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<td>Experience of digital service delivery</td>
<td>Knowledge of varied consumer marketing methods</td>
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<tr>
<td>Experience of developing and reporting on impact measurement</td>
<td>A passion for our cause and drive to reach different audiences with our messages and support</td>
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<tr>
<td>Experience of monitoring budgets</td>
<td>Ability to relate to people of all backgrounds, and influence, build and maintain effective working relationships with individuals and partner organisations</td>
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<td>Ability to engage, negotiate with and influence partnership colleagues to ensure effective delivery of project objectives and outcomes</td>
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<td>Ability to successfully plan and project manage a series of ongoing activities</td>
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<td>Delivery and results focused with ability to use initiative and be creative in finding solutions to challenges within agreed deadlines</td>
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<td></td>
<td>Ability to translate complex scientific information into engaging evidence-based content</td>
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<td>Education and qualifications</td>
<td>Ability to adapt and demonstrate a willingness to be versatile and/or tolerant in a changing work environment while maintaining effectiveness and efficiency</td>
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<tr>
<td></td>
<td>Ability to work flexibly within a small team, establish effective working relationships with colleagues and provide a practical contribution to the Health Information team</td>
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<td></td>
<td>Commitment to equality, diversity and inclusion and application of those principles to this work</td>
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<tr>
<td></td>
<td>A health promotion/public health qualification or extensive relevant experience in a similar health service delivery environment</td>
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</table>
**TERMS & CONDITIONS**

**Salaries**
World Cancer Research Fund pays salaries into bank accounts once a month on the 26th of each month.

**Flexi-time scheme**
A flexi-time scheme is in operation across the organisation. The daily requirement is to work 7.5 hours. Staff also need to take a lunch break of at least 30 minutes (staff can take up to a maximum of 2 hours for lunch). The core hours are 10.00am–4.00pm, Monday to Friday when all employees must be present. Employees may arrive for work between 8.00am and 10.00am and leave between 4.00pm and 7.00pm. The daily minimum hourly requirement of 7.5 working hours per day plus lunch must be met; any extra time cannot be "rolled over" or "banked".

**Hybrid Working**
WCRF are currently operating hybrid working for all staff across the organisation. The office is open 3 days a week (Tues, Wed and Thurs) and full-time staff are required to be in the office at least 2 of these days each week.

**Annual leave**
World Cancer Research Fund’s annual leave year runs from 1 October to 30 September. Annual entitlement for full-time staff is in relation to length of service:
- Less than 1 year of continuous service at the beginning of a holiday year: 25 days (pro-rated to your start date)
- 1 year or more of continuous service at the beginning of a holiday year: 26 days
- 3 years or more of continuous service at the beginning of a holiday year: 28 days
- 5 years or more of continuous service at the beginning of a holiday year: 30 days

**Sick leave**
For full-time staff, World Cancer Research Fund allows up to 20 days sick leave in any rolling year without deducting pay. This allowance increases to 25 days sick leave plus 40 days half-pay after one years’ service.

**Pension plan**
WCRF contributes into an approved pension scheme, which is administered by Standard Life. Employees will be auto-enrolled into the scheme after 3 months and will contribute a minimum of 5% of their salary each month. WCRF will match the employee’s contributions of up to 5% of the employee’s salary each month.

**Private healthcare**
We offer private healthcare for employees, which gives all employees access to private healthcare (hospital and outpatient care) by referral from NHS. You are eligible to join the scheme after successful completion of the probationary period.

**Dental cover scheme**
We offer all employees a contribution to their dental expenses by allowing employees to opt in to a dental cover scheme. You are eligible to join the scheme after successful completion of the probationary period.

**Life assurance and income protection**
We cover all employees from their first day of employment and provide cover, which is equal to 4 x the individual’s salary on death while employed alongside critical illness cover.

**Permanent Health Insurance (PHI) scheme**
All permanent members of staff, up to the age of 65, whose normal hours of work are at least 15 per week,
are covered by the organisation’s Permanent Health Insurance (PHI) Scheme, at no cost to employees. PHI is intended to provide income protection in the event of long-term illness or disability. The scheme provides an income replacement of up to 50% of the basic annual salary after a waiting period of 26 weeks, starting from the date a disability commences.

**Season ticket loan scheme**
Employees can take advantage of an interest free loan for a purchase of an annual travel ticket. The loan is repaid via equal deductions from the employee’s salary over a 12-month period. You are eligible to join this benefit after successful completion of the probationary period.

**Cycle to work scheme**
Employees can take advantage of an interest free loan for a purchase of a tax-free bike or accessories. The loan is repaid via equal deductions from the employee’s salary over a 12-month period. You are eligible to join this benefit after successful completion of the probationary period.

**Employee assistance programme**
All employees, and their families, have access to a 24-hour confidential advice and support line.

**Dog Friendly Office**
We are currently running a trial, which gives staff the opportunity to bring their dog into the office one day per week (Wednesdays) subject to WCRF guidelines.

**Development opportunities**
World Cancer Research Fund has an annual appraisal process in place during which individual development needs are discussed and training needs identified.

**Probationary period and notice period**
The post-holder is subject to a 6-month probation period during which 1 week’s notice on either part will apply. Following successful completion of the probationary period the post-holder will be on 1 month notice period.
HOW TO APPLY

Recruitment timetable

<table>
<thead>
<tr>
<th>Closing date for applications:</th>
<th>5pm, Sunday 6th November 2022</th>
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<tbody>
<tr>
<td>Interviews:</td>
<td>W/C 14 November 2022</td>
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</table>

To apply

You can apply for this vacancy by submitting a CV, covering letter (maximum two pages) and completed Equal Opportunities Monitoring Form. Your covering letter should provide specific examples of past achievements to demonstrate how you meet each criterion of the Person Specification and should also highlight how your skills and experience would benefit World Cancer Research Fund.

Your CV, covering letter and completed Equal Opportunities Monitoring Form can be submitted by email or post:

E-mail: hr@wcrf.org

Address: Human Resources
         World Cancer Research Fund
         140 Pentonville Road
         London N1 9FW
         UK

Phone: 020 7343 4200

If you do not hear from us within 14 days of the closing date, please assume your application has been unsuccessful on this occasion. Please note that we only provide feedback to shortlisted candidates.
World Cancer Research Fund is committed to equal opportunities for all. Please help us monitor the effectiveness of our Equal Opportunity Policy by completing and returning this form. This will be separated from your application prior to assessment and used solely for statistical purposes.

Please tick the appropriate boxes below:

### GENDER

- **Male**
- **Female**

### DISABILITY

World Cancer Research Fund welcomes applications from people with disabilities. The Disability Discrimination Act 1995 describes a disability as a physical or mental impairment which has a substantial and long term adverse effect on a person’s ability to carry out normal day-to-day activities. Having read this definition, do you consider yourself to have a disability?

- **Yes**
- **No**

### ETHNIC GROUP

The categories indicated below are those recommended for use by the Commission for Racial Equality.

**How would you best describe your ethnic origin?**

- **Bangladeshi**
- **Indian**
- **Black – African**
- **Irish**
- **Black – Caribbean**
- **Pakistani**
- **Black – Other (please specify)**
- **White**
- **Chinese**
- **Other (please specify)**

### NATIONALITY

- **UK**
- **Other (please specify)**

Thank you for answering these questions.
JOB APPLICANT PRIVACY NOTICE

As part of any recruitment process, WCRF collects and processes personal data relating to job applicants. WCRF is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations. WCRF collects a range of data about you which will include:

- Your name and contact details (including email address and telephone numbers);
- Details of your skills, qualifications, experience and employment history;
- Details regarding your current levels of remuneration and any work benefits entitlements;
- Whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process;
- Information regarding your right to work in the UK and;
- Equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief.

This information will be collected from your CV and/or cover letter on application to us, plus from your examination certificates, passport, driving licence or other identity documents provided. We may also collect personal data about you from third parties, such as references obtained from former employers, background checks or criminal records checks as applicable.

HOW WE HANDLE THE DATA THAT IS SUBMITTED BY YOU
This data will be stored in an electronic format (including email) on our internal IT systems and also on paper within our HR Department. Your information may be shared internally for recruitment purposes with our recruiting managers, HR and IT team strictly for decision making purposes. **We do not share your data with any third parties.**

WHY WE PROCESS PERSONAL DATA
We need to process your data to take the necessary steps prior to entering into any contract with you. We may also need to process your data if we agree to enter into a contract with you. We have a legitimate interest in processing your data during the recruitment process to ensure that we make and keep records of the process. These records allow us to manage the process effectively, assess a candidate’s suitability for employment and decide whom to offer the roles to. We may also, from time to time, need to process data from job applicants to respond to and defend against legal claims.

DISCLOSURE OF YOUR INFORMATION
WCRF may transfer your data outside of the European Economic Area. However, your data will be protected as well as it would be in the EEA. Internally we will protect your data through internal controls and policies to ensure that your data is not lost, accidentally destroyed, misused, and is not accessed by our employees except in the proper performance of their duties.

DATA RETENTION
We will retain your personal data for a period of 1 year after we have communicated to you our decision about whether to appoint you to the role. We retain the information for that period so that we can show, in the event of a legal claim that we have not discriminated against candidates on prohibited grounds that we have conducted the recruitment process in a fair and transparent way. After this period, we will securely destroy your personal data in accordance with the applicable laws and regulations.

If your application is unsuccessful, we may keep your personal data on file for any suitable employment opportunities. We will seek your consent before we do so and you are free to withdraw your consent at any time by notifying us in writing.

WHAT IF YOU DO NOT PROVIDE PERSONAL DATA
You are under no statutory or contractual obligation to provide your data to us. If you elect not to do so however, we will not be able to process your application properly, if at all.
AUTOMATED DECISION-MAKING
Our recruitment process is not based on automated decision making and as such you will not be subject to decisions that will have a significant impact on you based solely on automated decision-making.

DATA PROTECTION LEGISLATION (YOUR RIGHTS)
As a data subject, you have a number of rights including:

- Access to your data on request
- Require us to stop processing your data on demand
- Requires us to delete your data on demand
- To change any incorrect or incomplete data we hold on you
- Request the transfer of your personal data to another party

If you would like to exercise any of these rights or have any queries with the privacy notice, please contact: The HR Director, WCRF, 140 Pentonville Road, London N1 9FW.