



AURORA
Wellbeing Services



Head of Cancer Services

Candidate Information Pack

Closing date - Midday Thursday 16th May



Aurora Wellbeing Services
The Old Library & Museum
Memorial Avenue
Worksop
S80 2BJ



01909 470985
HR@aurorawellbeing.org.uk
www.aurorawellbeing.org.uk
Charity no. 11166462



" The Aurora service is a lifeline for those people facing the shocking diagnosis of cancer. "

" The compassion and support we have received from the first moment we walked through the door has been exemplary.

Aurora provide such a wonderful service which is much needed and very much appreciated. "



About Aurora

The Aurora Wellbeing Centre in Worksop is a unique service providing support in Bassetlaw for people affected by cancer, long-term health conditions and the local community.

Our aim is to provide person-centred, holistic support to local people, and to encourage them to be active participants in their wellbeing - we work together to improve physical and emotional health.

Aurora provides a range of support services including, counselling, support groups, exercise & dietetic support, beauty & holistic treatments and more.

About the Role

Main Purpose

We have an exciting opportunity for a new Head of Cancer Services role to join Aurora's team to actively lead, manage and deliver invaluable services for people affected by cancer and long term conditions, before, during and after treatment.

Your leadership skills, compassionate nature and knowledge will be paramount when leading and developing our programme of support.



Job title	Head of Cancer Services
Location	The Aurora Wellbeing Centre, Old Library and Museum Building, Memorial Avenue, Worksop, S80 2BJ.
Salary	£34,000 - £36,000
Hours	37.5 hours a week
Annual leave	To be negotiated
Reports to	Chief Executive Officer

Responsibilities

- Develop, lead and facilitate Aurora's integrated programme of cancer support to people affected by cancer. This will include managing a range of wellbeing services and programmes.
- Responsible for developing and overseeing Aurora's children and family therapy service including coordinating staff and volunteers.
- Driving the development of community based programmes for the general public, to improve their wellbeing
- Responsible for triaging all referrals into the service.
- Responsible for eliciting cancer related concerns and the psychological and emotional impact of people affected by cancer. Provide general clinical and technical information as required for each client as well as emotional and psychosocial support.
- To liaise with colleagues internally and externally to ensure appropriate referrals are made efficiently and maximise local support organisations.
- Responsible for line managing, mentoring, developing the wellbeing service team and contracted staff. This includes induction, training, shadowing, disseminating information and being first point of contact.
- Represent Aurora at internal and external meetings.
- To work closely with the professional personalised care team within Primary Care and Secondary Care to maintain and develop links, in order to provide a unified, seamless personalised care pathway and service which safety nets all patients.
- Develop the environment and resources of the Aurora Centre to ensure that it's a relaxed, welcoming, safe and non-clinical space. To promote and develop the Aurora community model. This will involve being responsible for ensuring that service users are made to feel welcome and valued as individuals, and that they feel that their concerns have been listened to and understood; creating relaxing conditions for, and maintaining ongoing relationships with people accessing the centre.

Responsibilities

- Actively seek out and scope innovation with the ability to translate into good practice.
- Lead new initiatives related to the wellbeing service
- Lead audit work relating to programme provision and user satisfaction and undertake evaluation and audit of own work as required.
- Responsible for ensuring wellbeing data capture is in line with contract requirements including...
 - Children & family service
 - Exercise Classes
 - Dietitian clinics
 - Wellbeing Workshops
 - Support Groups
 - New developments
- To be an active member of the senior leadership team to be proactive in relation to strategic planning and service development across all 3 Aurora Centres, to be innovative and meet the changing needs of clients affected by cancer.
- To be proactive with training and development needs.
- Work collaboratively and in sync with the range of other community services at Aurora to ensure maximum benefit to clients and encourage utilisation of all Aurora community services.
- Any other duties relevant to this role.

Person Specification

Qualifications & Experience	Required	Desirable
Qualified to A- Level or equivalent	X	
Qualified to degree level or have experience of working in a similar role		X
Confidence to lead and oversee a team in line with the organisations priorities.	X	
Engaging and supporting people living with a long term illness, including cancer and their families.	X	
Experience working in a diverse and dynamic environment.	X	
Ability to evaluate and collate evidence of successful working.	X	
Ability to develop and maintain partnership working with a range of stakeholders including volunteers, service users and external organisations.	X	
Ability to write and maintain client records.		X

Knowledge & Skills	Required	Desirable
Ability to understand the support needs of people with long term conditions including cancer, which includes good communication and listening skills.	X	
Excellent organisational and time-management skills.	X	
Ability to cope with assessing the needs of individuals who may be in crisis and how to signpost appropriately.		X
An understanding of charity organisations and associated funding/budgets.		X

Person Specification

Person	Required	Desirable
Motivated, warm, empathetic and resilient.	X	
Confidence to explore and scope new opportunities for the organisation.	X	
Creative, agile and willing to explore new opportunities.	X	
Enthusiastic and passionate about improving individual's health and wellbeing.	X	

The above duties and responsibilities are intended to represent current priorities and are not meant to be a conclusive list. The post holder may from time to time be asked to undertake other reasonable duties. Any changes will be made in discussion with the post holder in light of service needs.

Application Process

If you require any further information or to request an application pack, please visit the website, alternatively you can contact 01909 470985 or email hr@aurorawellbeing.org.uk.

Closing date – Thursday 16th May. Interviews will take place week Thursday 23rd May.