

Role Description

Our charity

We're Breast Cancer Now, the charity that's steered by world-class research and powered by life-changing care. We're here for anyone affected by breast cancer, the whole way through, providing support for today and hope for the future.

If we all act now, by 2050, we believe everyone who develops breast cancer will live and have access to the care to live well.

Role	Living with Secondary Breast Cancer Group Facilitator (face-to-face services)
Team	Services
Accountable to	Services Development Manager, Secondary Breast Cancer
Document created (Month and Year)	June 2022

Role purpose and overview of our Living with Secondary Breast Cancer service

To facilitate monthly Living with Secondary Breast Cancer (LWSBC) meetings in one (or more) of our group locations across the UK.

LWSBC is our service for people living with a secondary (metastatic) breast cancer diagnosis. The groups offer a safe space where people can come to talk freely and share experiences and mutual support with others who understand, away from friends and family. They are not therapeutic support groups in the traditional sense but are delivered in accordance with Breast Cancer Now's service model used across the UK which has been developed and tested for over 10 years.

The groups, usually attended by around 6 – 15 people, are facilitated by a qualified and experienced counsellor or psychotherapist, who has the therapeutic skills to ensure attendees are supported to talk about difficult topics related to living with a life-limiting illness in a group setting. The service also provides an opportunity to learn more about secondary breast cancer and how it is managed, with a guest expert speaker every quarter. In some locations we also run an annual larger full day information event where we work with local healthcare professionals to invite several guest speakers to present on a range of topics.

In a small number of our groups the facilitator is supported by a volunteer and in these instances the role also includes supporting and directing the volunteer in their work.

Key tasks and duties

- Facilitate monthly LWSBC group meetings, drawing upon your therapeutic skills as required to ensure all participants are given appropriate time to share. This will include facilitating discussions around challenging topics such as end of life, offering support to attendees and signposting them to other services when appropriate.
- Work independently in your locality, supported by Breast Cancer Now staff from one of our regional offices.
- Prepare in advance for each session. This includes familiarizing yourself with relevant risk assessments and health and safety procedures, arriving in good time to set up the room where required and liaising with venue staff upon arrival to confirm any practical arrangements such as refreshments. Display a small selection of reference publications, which you will be required to store in between sessions.
- All communication and administrative tasks associated with the service which includes but is not limited to, familiarising yourself with a pre-session report on attendees and their support needs, completing a telephone/video conference debrief within 10 working days of the session and submitting a brief written report to Breast Cancer Now within 3 working days after each session.
- Ensure speakers deliver sessions within allotted timeframes and facilitate question and answer sessions when appropriate.
- Offer direction and support to volunteer, where applicable, liaising with Breast Cancer Now staff.
- Act as an ambassador of Breast Cancer Now when facilitating service events, keeping up to date with key organisational updates and ensuring the service is delivered in line with Breast Cancer Now's service quality standards and agreed outcomes.
- Build good relationships with healthcare professionals and speakers in the region.
- Work within Breast Cancer Now policies and procedures.
- Recognise, respect and promote equality and inclusion across our services and in your working practices.
- Attend occasional meetings and undertake key training as required.

Person Specification

Qualifications and Experience

It is **essential** for you to have the following qualifications and experience:

- Core practitioner training – minimum Level 4 diploma in counselling or psychotherapy.
- Experience of facilitating groups.
- Experience of using therapeutic skills to work with people affected by cancer or a life-limiting long-term condition, or other vulnerable/sensitive group.

It is **desirable** for you to have the following qualifications and experience:

- Membership of a relevant professional body (such as BACP, NCS, UKCP).
- Experience of facilitating ongoing support groups for people affected by cancer or a life-limiting long-term condition, or other vulnerable/sensitive group.
- Experience of working in the voluntary sector (paid or unpaid) or in a health or social care setting.
- Experience of working with and supporting volunteers.

Skills and Attributes

It is **essential** for you to have the following skills and attributes:

- Warm, approachable and able to put people at ease.
- Excellent time management skills.
- Ability to communicate sensitively with people facing difficult challenges.
- Ability to facilitate difficult discussions around challenging issues such as death and dying, in a group setting.
- Ability to use own initiative and be reactive to change.
- Ability to work collaboratively with other colleagues and teams across different geographical sites.
- Ability to represent the organisation professionally.
- Ability to work independently and deal with unforeseen incidents where arises.
- Ability to use IT packages such as Outlook and Microsoft Office.

It is **desirable** for you to have the following skills and attributes:

- Ability to adapt to organisational change.
- Good administration skills.

Knowledge

It is **essential** for you to have the following level of knowledge:

- Understanding of and commitment to diversity and equal opportunities.
- Understanding of and commitment to the importance of maintaining confidentiality and adhering to General Data Protection Regulation (GDPR).

It is **desirable** for you to have the following level of knowledge:

- Knowledge and understanding of the particular issues and challenges faced by people living with secondary breast cancer.
- Knowledge of the NHS or healthcare systems.

Other Information

Key internal working relationships

You will work closely with the following:

- Services Development Manager, Secondary Breast Cancer
- Services Development Coordinators, Secondary Breast Cancer
- Services Support team
- Breast Cancer Now volunteers

Key external working relationships

You may work with the following:

- People living with a diagnosis of secondary breast cancer
- Venue staff
- Healthcare professionals
- Cancer support and voluntary sector organisations

General information

Location of role	<p>The Living with Secondary Breast Cancer meetings are held in a venue in either Edinburgh or Middlesbrough</p> <p>Our services are usually held in hospitality or community venues in town or city centres that are accessible via public transport. Parking may or may not be available at the venue. If you would like to know the exact location of our current venue in a specific location please get in touch, although do be aware that venues are subject to change.</p>
Hours of work	<p>Our Living with Secondary Breast Cancer groups meet once a month: 11am – 1pm, with a slightly longer meeting each quarter (11am – 1:30pm) when an expert speaker presents on a relevant topic.</p> <p>There is an additional requirement to complete a debrief with a Breast Cancer Now representative after each meeting, as well as occasional brief introductory calls to new group members and annual mandatory training. (Flat fees payable for each task).</p>

Contract type	This is offered as a contract for services (on a self-employed basis) and as such the contractor would not be an employee of Breast Cancer Now.
Medical research	We fund medical research of which some may involve the use of animals. Our aim is to save lives and our research using animals is only when there are no alternatives.
Immigration, Asylum and Nationality Act 2006	You should not have any restrictions on your eligibility to indefinitely work or reside in the UK.