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 **Job Description**

**Job title:** Bowel Cancer Screening Programme (BCSP) Health Promotion Officer

**Employed by:** Community CVS

**Salary:** £29,532 pro rata (25 hours per week – equates to a gross annual salary of £18,358)

**Working hours:** 25 hours per week

**Responsible to:** BCSP Health Promotion Team Lead

**Contract Term:** This is a temporary post up to 31st March 2026

**Summary of post:** The role of the BCSP HP Officer is to promote and improve uptake of the Bowel Cancer Screening Programme. Reduce inequalities in uptake, supporting community engagement activities, targeting action amongst population groups with low uptake in Lancashire and delivering “Call for a Kit Clinics” (CFAKC’s) in low uptake GP surgeries in Lancashire & South Cumbria. The primary focus of the post will be to conduct clinics in the evenings and weekends targeting the 50-60 cohort of non-responders.

**This role offers 25 hours per week, with primary shifts scheduled for evenings and weekends. Some weekday daytime hours may also be required, providing flexibility to support service needs.**

We are passionate about ensuring that all individuals who are eligible to take part in the BCSP have accessible information and appropriate support that will allow them to make an informed choice in taking part in or declining the BCSP.

This post will be employed/managed by the CVS and have an honorary contract with Blackpool NHS Trust for the duration of the project.

**Accountabilities:**

1. Work flexibly including evenings to conduct twilight clinics at GP surgeries and on weekends in community venues to target the 50-60 cohort.
2. To engage with low uptake GP practices and arranging the delivery of CFAKC’s
3. Provide information and support to non-responders at CFAKC’s so they can make an informed choice on taking part or declining the BCSP
4. Support the development and delivery of new and existing health promotion/inequality projects, ensuring that the support and information is accessible to all individuals
5. Work towards agreed performance objectives, actions and targets as contained in the BCSP Health Promotion Action plans, service plans and individual action plans.
6. Collect individuals’ data from CFAKC’s, training & events as per information and governance protocols.
7. Ensure the spreadsheet is completed after each clinic, providing data for the monthly & quarterly reports.
8. Attend BCSP HP Team and Community CVS staff meetings
9. Promote and raise profile of the BCSP HP Team being a Community CVS service at CFAKC’s, training sessions, meetings & when partnership working.
10. Carry out other relevant activities appropriate to the post and adhere to levels of responsibility associated to said post.
11. Adhere to all Community CVS policies and procedures as outlined in the Community CVS staff handbook, in addition to the governance and practices within the NHS.
12. Undertake any training required as relevant to the post.
13. Any other tasks or projects required by the Manager or Director.

**Measurable Outputs:**

* Deliver CFAKC’s targeting the 50-60 cohort of non-responders, as well as provide cover in other areas when required. Number of clinics to delivered agreed in personal workplan
* Attend bimonthly face to face/teams BCSP HP Team meetings
* Provide information for monthly CVS report, BCSP Annual Report, CFAKC data for UCL
* Attend quarterly supervisions & annual appraisal

**Culture:**

* Clearly live out and embrace the values of Community CVS:

**Community Stewardship:** valuing service to the community over self-interest and believing everyone has a responsibility to support positive social change.

**Co-operation and Solidarity:** valuing mutual support with everyone helping each other to deliver positive social change.

**Equity and Fairness:** valuing the well-being of everyone and striving to achieve social, economic and environmental justice for all.

**Non-Judgemental:** valuing everyone for who they are without prejudice or judgement.

**Voluntary Action:** valuing volunteering and activity that is not pursued for private gain or profit but for social benefit and for helping our community.

**Willing to listen, learn and innovate:** valuing everyone’s ideas and voice, and willing to try new ways of working to improve what we do and the impact we have.

Represent Community CVS professionally and politely at all times.

**Other responsibilities include:**

* Completing all compulsory training within given timescales.
* All adults working in or on behalf of Community CVS have a responsibility to safeguard and promote the welfare of children and adults. This includes:
* A responsibility to ensure a safe environment in which XX services can be delivered.
* Identifying children and adults where there may be safeguarding concerns.
* Following the organisation *Safeguarding policy* in addressing any concerns appropriately.

The above job profile is a guide to the work you may be required to undertake but does not form part of your contract of employment. It may change from time to time to reflect changing circumstances.

**Person Specification**

**Rationale for this post:**

CVS have a successful Bowel Cancer Screening Project which houses a team who work with low-uptake GP practices. The aim of the programme is to increase the uptake of bowel cancer screening. This is aimed at non-responders aged 54-74.

A pilot project is being conducted with the focus on the younger cohort of 50–60-year-olds encouraging them to partake in the programme.

**Education:**

* Minimum NVQ level 3 in Community Engagement or equivalent

**Experience of:**

* Customer care with an ability to respond well to all members of the public
* Working with statutory (especially NHS) and Third Sector agencies

**Essential:**

* Ability to work flexibly including evenings and weekends.
* Understanding of the NHS Bowel Cancer Screening Programme
* Understanding of diverse communities and commitment to equal opportunities with the skills necessary to communicate effectively with all our communities.
* Awareness & understanding of people’s needs and an aptitude for communicating effectively and treating them with respect.
* Experience of partnership working
* Experience of taking a leading role working in a community setting and engaging with the general public on a specific issue, topic or agenda
* Driving license required and access to own vehicle

**Desirable**

* Knowledge and understanding of geographical area of work

**Skills/Abilities:**

● Excellent administration skills

● Personable and friendly

● Excellent communication in all areas

● Ability to work accurately and pay attention to detail.

● A high level of discretion.

● Ability to work using your own initiative.

● Ability to multitask.

● Ability to work well as part of a team.

● Ability to prioritise time, tasks, and attention effectively.

● Ability to self-manage and self-motivate.

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| **Name:** |  |
| **Date:** |  |
| **Signature:** |  |

***The BCSP Health Promotion Team celebrates the value of diversity, and our aim is for our workforce to be as inclusive as possible as well as representing the communities we serve. With this in mind, we welcome and encourage job applications from people of all backgrounds. We are committed to continue building an environment that embraces diversity and includes all.***

**Date Reviewed: 16/06/2025**