

Job Description

July 2018

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| 1. | Main purpose of the job | |
| | <p>Ovarian cancer is the largest gynaecological killer, with 7,300 women diagnosed each year in the UK. Around 17% of cases of ovarian cancer are linked to BRCA 1/2 gene mutations which increase the risk of ovarian and other cancers. For those who know if they carry a BRCA gene mutation, their cancer can be prevented. We have developed a Hereditary Cancer Risk Calculator to inform and educate the public about genetic mutations and calculate their risk of carrying a mutation themselves. https://ovarian.org.uk/risktool/</p> <p>The Hereditary Cancer Risk Calculator was launched in June 2018, and we are looking for an individual to join our team to implement and further develop the project plan. This is a unique opportunity to drive one of Ovarian Cancer Action’s key organisational priorities, managing the project and its associated budget.</p> <p>Phase one of the project will focus on the promotion of the calculator in high risk communities (e.g. Ashkenazi Jewish) where we can make the biggest impact of preventing cancer and saving lives. This will be achieved through partnerships with already established authorities in these communities including charities, media outlets and religious groups.</p> <p>Phase two will see the project rolled out wider to the general public.</p> <p>The Project Development Officer will be highly informed about BRCA gene mutations, passionate about cancer prevention, and driven to share this knowledge with both the public and the OCA team to save lives. Cultural knowledge and experience of the high-risk communities is desired.</p> <p>The role will be part-time 3 or 4 days a week (willing to discuss a full-time position for the right candidate). Salary is £27,000-£30,000 pro rata (dependent on experience)</p> <p>Please note this is a maternity cover contract.</p> | |
| 2. | Position in organisation | |
| | Reports to | Head of Campaigns |
| | Responsible for | Volunteers |
| | Main relationships | Chief Executive, Head of Communications (strategic lead of calculator), Digital and PR Managers, Fundraising team, Campaigns Manager, Ovarian Cancer Voices and supporters, Wales Regional Officer. |
| | Direct contacts | Healthcare professionals, women’s networks, NHS stakeholders, external charity partners, high risk communities and relevant authorities in the communities |

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| 3. | Scope of the job and responsibilities | |
| A. | <p>Project delivery</p> <p><u>Phase 1</u></p> <ul style="list-style-type: none"> • Actively seeking out opportunities to engage high risk communities (Ashkenazi Jewish) to raise awareness of the Hereditary Cancer Risk Calculator, eligibility for genetic testing, the risks of these mutations and how to seek advice. • Organising and delivering events and presentations for specific high risk communities (e.g Ashkenazi Jewish) with personalised events and presentations. • Develop partnerships within the community to authoritatively promote the Calculator and relevant information on genetic mutations. • Working with charity volunteers to develop current strategic planning for the Calculator (e.g. focus groups) • Managing volunteers to help promote awareness in their local and wider community. • Recruiting additional volunteers/ case studies as opportunities arise to aid in raising awareness. • Adjust and develop strategic plan for phase 1 as necessary <p><u>Phase 2</u></p> <ul style="list-style-type: none"> • Implementation of strategic plan | |
| B. | <p>Information sharing</p> <ul style="list-style-type: none"> • Ensuring OCA's digital BRCA information hub is kept up to date with the latest developments about genetic testing guidelines, screening, risk reducing surgery and other hereditary ovarian cancer developments • Liaising with the charity's expert genetics contacts to ensure the tool is updated as necessary should guidelines change • Liaising with the Head of Communications to make any necessary changes to the calculator with the developers | |
| C. | <p>Relationship building</p> <ul style="list-style-type: none"> • Fostering relationships within the high risk communities • Liaising with our PR representative to gain local media coverage for the tool • Liaising with other charity organisations to encourage collaborative working • Working with the fundraising team to identify and develop relationships with possible future donors | |
| D | <p>Strategic planning</p> <p>Phase 1</p> <ul style="list-style-type: none"> • Adjust and develop strategic plan for phase 1 as necessary • Manage relevant budget for delivery • Work with Trust Fundraiser to develop applications to secure income for the project delivery <p>Phase 2</p> <ul style="list-style-type: none"> • Further developing Strategic planning of rollout of the tool to wider general public | |

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| 4 | <p>General responsibilities</p> <ul style="list-style-type: none"> • To contribute positively to the organisation including: contributing to team meetings, team working and implementing organisational priorities. • Be flexible within the broad remit of the post. • Be self-starting and able to act on own initiative where necessary. • Be able to travel as required in the UK to fulfil the role and work out-of-hours. |
| 5 | <p>Skills and experience</p> <p>Essential</p> <ul style="list-style-type: none"> • A good working knowledge of BRCA gene mutations. • Excellent presentation skills to both prepare and deliver with an engaging, sensitive and informative style. • Collaborative and good at building relationships internally and externally. • Strong organisational skills with a structured and organised approach to project management and delivery. • Strategic and adaptive to alter project plans based on feedback • Resourceful to seek out and seize new opportunities • Passionate about Ovarian Cancer Action’s charitable aims <p>Desired</p> <ul style="list-style-type: none"> • Cultural knowledge and experience of the relevant high-risk communities. |

This job description does not form part of your contract of employment. The duties laid down in this job description may change from time to time following a review and in consultation between post holder and Chief Executive.