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**Macmillan Cancer Support and Wellbeing Coordinator**

**Application Pack**

# **Contents**

* Covering letter
* Information regarding the application process and the structure of the interview
* Person Specification
* Application Form



Croydon BME Forum

56a Mitcham Road,

Croydon

CR0 3RG  
Email: [recruitment@bmeforum.org](mailto:recruitment@bmeforum.org)

Dear Applicant,

**Re: Macmillan Cancer Support and Wellbeing Coordinator**

Thank you for your interest in the above post.

Please find enclosed an application pack, which should be completed and returned, **no later than 5 pm, Monday, 21st July 2025.**

Kindly ensure you allow adequate time for your email to arrive in my inbox by **5 pm** at the latest, as it will not be possible to accept applications after the **5 pm** deadline.

If you have any queries about the post, you are welcome to contact me at the email address above.

We look forward to receiving your completed application form.

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| **Macmillan Cancer Support and Wellbeing Coordinator**  **Application Information** |

##### CLOSING DATE

# The closing date for return of completed applications is **5 pm Monday 21st July 2025.**

# Your application should be returned by email to: [recruitment@bmeforum.org](mailto:recruitment@bmeforum.org)

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# **RETURN OF APPLICATION**

If you would like to be considered for these posts, please apply by sending the following:

* Completed Application Form

To avoid any delay in your application being processed, please ensure you have signed the Application Form (Section G: Declaration). If you are not able to sign the form electronically, we will accept your email as provisional signature, but we will require you to sign the form when you attend the interview and provide proof of your signature.

##### Acknowledgement of Applications

We will acknowledge receipt of your application. Following this, if you do not hear from us within two weeks after the closing date, please assume you have not been successful.

**Interview Details**

Please return your application form as soon as possible, as interviews will be conducted on a rolling basis and the vacancy may close early if a suitable candidate is found. Please note that the interview process will consist of two parts: **Interview Process   
  
Please note that the interview will consist of two parts:**

1. **Practical skills assessment**: a practical section including three short tasks designed to assess your communication, problem-solving, and community engagement skills, to last approximately 20 minutes.
2. **Face-to-face interview:** by a panel comprising 3 people: The Chief Executive of Croydon BME Forum, Macmillan Programme Manager and Business Operations Manager. We expect this part of the interview to last for approximately 45 minutes.

##### Interview Documentation

Candidates invited to interview will be required to provide proof of eligibility for employment (for example a document which confirms your NI number).

# **COMPLETION OF YOUR APPLICATION FORM**

Please clearly state where you saw the post advertised.

**Applicant Details**

Insert all the relevant information including any contact details.

###### Qualifications and Training

Include all your qualifications, training and memberships of any professional or trade body in this section.

**Employment History**

Please include details of your current / most recent employment, plus full previous employment history. Please account for any gaps in your employment history.

###### Absence from Work

Include all absences from work due to sickness in this section.

###### Experience and Skills

Take each of the requirements on the person specification and, in the order that they are given, describe how you meet the requirement based on your knowledge, experience or skills (and attitudes). Do not give too much detail but make sure you fully address the requirement. You may wish to draw on experience from paid or voluntary work or personal experience.

**The person specification plays an essential part in all stages of the selection process. It determines whether you will be short-listed for an interview, and it acts as the basis for the interview itself.**

We will be looking for evidence that you meet requirements for the job. The candidates who meet the essential criteria and have the closest match to the overall requirements will be short-listed for interview.

###### Criminal Records Bureau & Rehabilitation of Offenders Act 1974

This post may involve direct contact with children and/or vulnerable adults; therefore, you will be required to complete a Criminal Records Bureau disclosure form before we can confirm your employment and start date. For the purposes of this check, you will be required to disclose all convictions including those that may otherwise be considered ‘spent’ under the terms of the Rehabilitation of Offenders Act 1974. Please note that the receipt of a form showing previous convictions/cautions /warnings will not automatically exclude someone from becoming a member of staff at Croydon BME Forum. Previous criminal recordswill be considered in relation to their relevance to the work applied for, the circumstances of the offence and the length of time elapsed since the offence.

###### References

Croydon BME Forum is required to contact your present or most recent employer to obtain references before we can confirm your employment and start date and will take up references for a full 2-year period prior to your employment.

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| **JOB DESCRIPTION** |

**LOCATION:** Base Croydon Wellness Centre, working across SWL, looking after the boroughs of Croydon & Merton 

**RESPONSIBLE TO:** Macmillan Programme Manager

**SALARY:** £31,000 per annum

**HOURS:** 37.5 hours per week

**LENGTH:** Until 31st December 2026

**Context of the Role:**

Croydon BME Forum, in partnership with Macmillan Cancer Support, is tackling ethnic inequalities in health and social care through a “Can You C Me Project”. The Macmillan Team offers personalised support, information, and referrals for individuals affected by cancer, including families and carers, across six South West London boroughs: Croydon, Merton, Kingston, Wandsworth, and Richmond. Working within a team of three, you will be responsible for two boroughs Croydon and Merton, while supporting colleagues as needed.

As a Project Coordinator for the “Can You C Me project”, you will play a key role in engaging BME communities to enhance cancer awareness and support. Reporting to the Programme Manager, you will lead outreach initiatives, community engagement, and the organisation of project activities across Southwest London. Each coordinator is assigned a specific set of boroughs, collaborating closely with community organisations, faith groups, healthcare providers, and individuals affected by cancer.

**Key Responsibilities**

* Engage and build relationships with local communities, faith groups, and voluntary organisations to raise cancer awareness and improve support networks.
* Organise and deliver cancer awareness events, workshops, and outreach sessions tailored to community needs.
* Facilitate steering groups with professionals and individuals with lived experience to shape service delivery.
* Plan and coordinate two cancer conferences per year, ensuring they raise awareness, amplify voices, and drive meaningful change.
* Conduct focus groups within designated boroughs to capture insights from the community and ensure services reflect their needs.
* Collect and analyse feedback from service users to inform and enhance project delivery.
* Provide signposting, referrals, and follow-ups to ensure individuals access local voluntary, community, and statutory support services.
* Collaborate with professionals to improve cultural competency in cancer care by delivering upskilling sessions and developing culturally appropriate resources.
* Empower service users by providing accessible information and supporting them in assessing their abilities, setting goals, and making informed decisions about their care.
* Engage with BME communities to identify and address barriers to support and disparities in healthcare access.
* Assist with social media, publicity, and project promotion to enhance engagement and awareness.
* Maintain project records, contribute to quarterly and annual reports, and ensure smooth service delivery.
* Provide compassionate, respectful, and culturally sensitive support to service users, carers, and families.
* Regularly travel across at least two boroughs to deliver support and collaborate with partners.

**Person Specification**

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| **A - Application form  I – Interview C – Certificate (original evidence)** |  |
| **Essential Skills & Experience** | **Assessed** |
| 1. Experience in community engagement, outreach or health promotion | A/I |
| 1. Strong understanding of health inequalities, particularly within BME communities | A/I |
| 1. Experience using a person-centred approach to empower service users in making informed choices | A/I |
| 1. Experience working in cancer services, supporting individuals living with and beyond cancer as well as their families, and carers | A/I |
| 1. Proven ability to build relationships with primary care, adult social care professionals, and the voluntary sector | A/I |
| 1. Experience in organising and facilitating focus groups, steering groups, training sessions, and upskilling workshops | A/I |
| 1. Ability to collect, record, and analyse service user data and feedback to inform service improvements | A/I |
| 1. Passion for improving health equity and raising cancer awareness | A/I |
| 1. Experience working with volunteers and small community groups | A/I |
| 1. Experience in content creation and social media engagement for awareness and outreach | A/I |
| 1. Holds a valid UK driving license and can commute to various service locations across the borough | A/I |
| **Knowledge** |  |
| 1. Understand Personalised Care and cancer support services across Primary, Secondary Care, and voluntary sectors | A/I |
| 1. Knowledge of self-care support and the skills required to assist individuals in managing their health | A/I |
| 1. Awareness of confidentiality principles when handling service user information | A/I |
| 1. Familiarity with cancer pathways, Macmillan Cancer Support, and tools like Electronic Holistic Needs Assessment (EHNA) (desirable) | A/I |
| 1. Knowledge of local healthcare structures and community services in Croydon and Merton | A/I |
| 1. Engage compassionately with communities hesitant to access healthcare | A/I |
| 1. Understand safeguarding principles as they apply to children and vulnerable adults | A/I |
| **Aptitudes, skills and competencies** |  |
| 1. Proficiency in Microsoft Office, including Excel and Outlook, and experience using online monitoring systems such as Views | A/I |
| 1. Strong interpersonal skills, with the ability to actively listen, motivate, support, and advocate for service users | A/I |
| 1. Ability to develop effective relationships with a wide range of customers, organisations, and partners | A/I |
| 1. Proactive, dynamic, and able to use initiative to solve problems and drive improvements | A/I |
| 1. Strong organisational, planning, and time management skills | A/I |
| 1. Ability to accurately collect, monitor, and analyse data, producing KPIs and evaluation reports | A/I |
| 1. Self-motivated and able to work independently, meeting deadlines and targets | A/I |
| 1. Ability to identify and assess risk when working with individuals |  |
| **Personal qualities** |  |
| 1. Demonstrates personal accountability, emotional resilience, and the ability to work under pressure | I |
| 1. Committed to working in cancer services and improving patient experiences | A/I |
| 1. Values equality and diversity, with a strong understanding of its relevance to service delivery | A/I |

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| **CROYDON BME FORUM**  **APPLICATION FORM**  Please answer all questions clearly and, if not typed, in black ink as this form will be photocopied. You are assured that all details on this form will be treated in strictest confidence. Please do not send CVs. |

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| Position Applied for:  **SECTION A: PERSONAL DETAILS**  Title:  Names:  Surname:  Address:  Postcode:  Telephone:  Email address: |

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| **SECTION B: EMPLOYMENT**  Please tell us about your employment history starting with your current or most recent employment | |
| **Name of Employer** |  |
| Address |  |
| Job Title |  |
| Summary of Duties |  |
| Period of Employment |  |
| Reason for Leaving |  |
| Current or most recent pay |  |

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| **Name of Employer** |  |
| Address |  |
| Job Title |  |
| Summary of Duties |  |
| Period of Employment |  |
| Reason for Leaving |  |

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| Address |  |
| Job Title |  |
| Summary of Duties |  |
| Period of Employment |  |
| Reason for Leaving |  |

Please continue a separate sheet if necessary.

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| **SECTION C: EDUCATION, QUALIFICATIONS AND TRAINING** | | | |
| **Education** | | | |
| Dates | | School / College / University attended | Qualifications Obtained  (Please state name of examining board) |
| From: | To: |
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| **Professional Qualifications** | | | |
| Dates | | Qualifications  (Please state name of examining board) | Course Details |
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| **Relevant Training**  (Please list dates, examining or organising board) |
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| **SECTION D: KNOWLEDGE & EXPERIENCE / SKILLS & ABILITIES**  Please tell us why you think you are suitable for this post. Applicants should refer to the job description and person specification for this post before completing this section. Please provide as much information regarding your skills, knowledge and experience to enable us to assess your suitability for the post. Only applicants who meet all the essential criteria will be shortlisted. (Please continue a separate sheet if necessary) |
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| **SECTION E: OTHER DETAILS** |
| **Convictions**  Please give details of any convictions that you have including those that would otherwise be considered ‘spent’ under the Rehabilitation Offenders Act 1974 |
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| **Transport** |
| Do you have a current driver’s licence? Yes No |
| **Conflict of Interest** |
| Do you have any business and/or interest that might conflict with the duties of this post?  If yes, pls give details. |

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| **SECTION E: REFERENCES**  We will take up employment references from your current or most recent employer. Please provide the employer’s name and address, and the name of the person authorized to give the reference. Please also give the name and address of another person willing to provide a reference. This could be another employer or someone who knows you very well. Please note that references from friends or relatives will not be accepted. | |
| Name: Position:  Address:  Telephone: Email: | Name: Position:  Address:  Telephone: Email: |
| If you are shortlisted, we would like to approach referees before your interview. Please indicate below whether or not we may write to referees prior to interview:  Referee 1: YES / NO Referee 2: YES / NO | |

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| **SECTION G: DECLARATION** |
| I declare that the information given in this form is complete and accurate. I understand that any false information or deliberate omissions will disqualify me from employment or may render me liable to summary dismissal. I understand these details will be held in confidence by the Organisation, in compliance with data protection legislation and as set out in the Organisation’s Applicant Privacy Notice. I undertake to notify the Organisation immediately of any changes to the above details.  SIGNED: DATE: |