**Macmillan Cancer Support and Wellbeing Coordinator**

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| **JOB DESCRIPTION** |

**LOCATION:** Base in Croydon, Wellness Centre, working across SWL, personally 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 this “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 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.