

## Job Description



<b>Title:</b>	Support Programmes Coordinator (Psycho-Social Supports)
<b>Reports to:</b>	Survivorship Manager
<b>Contract:</b>	Specific Purpose Contract – Maternity Cover
<b>Hours:</b>	Full-time (35 hours p/w) 9am – 5pm Mon - Fri This role requires occasional weekend and evening work.
<b>Location:</b>	The Society operates a hybrid working model with a combination of remote and in-person (Dublin 4 office) working
<b>Office Days:</b>	Office days are Wednesdays & Thursdays
<b>Salary:</b>	€51,000 per annum

### Who we are:

Every three minutes, someone in Ireland hears the words 'You've got cancer'. At the Irish Cancer Society, we understand the physical, emotional and financial impact a cancer diagnosis brings. And we are determined to do everything we can to help.

As Ireland's leading cancer charity, we work across every area of cancer – from prevention and early detection, through to end-of-life care. We make a positive impact for people affected by cancer every day: investing in life-saving and life-changing research; providing practical, financial and emotional supports; and driving improvements in public cancer services.

### OVERALL RESPONSIBILITY

A cancer diagnosis impacts all areas of a person's life. At the Irish Cancer Society, we aim to reduce this burden of cancer and improve the quality of life for everyone affected by cancer.

The role of the Support Programmes Coordinator is to coordinate the provision of support services, such as counselling, coaching and other psycho-social supports for people impacted by cancer. These supports and services will be delivered through multiple channels.

You will work to improve the delivery of existing services and support your manager to identify, develop and deliver new support services to help reduce the burden of cancer and improve the quality of life of people affected by cancer.

The role also includes the opportunity to work closely with community based cancer support groups and other existing and new external partners to enable the Society to deliver evidence based high impact services.

### MAIN DUTIES AND RESPONSIBILITIES:

### **Service design and development**

- Support the Survivorship Manager to design and develop new support programmes aimed at improving the non-medical supports offered by the Society to people impacted by cancer, with a particular focus on supports delivered in the community.
- Working across the Services Team, ensure that the counselling, coaching and other support programmes are integrated into the overall patient journey for people accessing the Society's services.

### **Programme coordination and operations**

- Coordinate, lead and ensure successful delivery of the Society's counselling programme for people impacted by cancer. This is currently delivered directly through virtual channels and by way of grant agreement with community based cancer support centres.
- Coordinate, lead and ensure successful delivery of new programmes, once established.
- Develop policies and processes to administer the counselling and coaching programmes and other approved grants to community support centres and ensure reporting procedures are adhered to.
- Draft budgets and supervise approved budget spend. Budgetary and reporting processes are monitored monthly with Survivorship Manager.

### **Evaluation and continuous improvement**

- Ensure the quality assurance of programmes and work for the continuous improvement of each service.
- Develop effective monitoring and evaluation systems for each programme, and work to ensure their effective implementation.
- Report on key indicators agreed for each area of work, and document and report on programme learnings.

### **Stakeholder engagement and relationship building**

- Build and maintain relationships with community cancer support centres and other relevant agencies to support the ongoing development of evidence informed programmes to respond to the specific needs of people impacted by cancer.
- Build effective relationships across the Society and work in collaboration with Services Team and wider Irish Cancer Society colleagues to contribute to the successful delivery of the organisational strategy.

### **General**

- Assist with special projects as required or self-determined to enhance the Society's Services capacity and/or programmatic objectives.
- Other duties as required by manager. This job description is not exhaustive; it merely acts as a guide and may be amended to meet the changing requirements of the Society at any time after discussion with the post holder.

## **PERSON SPECIFICATION:**

### **Qualifications/Experience:**

- A degree or professional qualification in Social Work, Community Development, Health & Social Care, Nursing or related field. Additional relevant work experience will be considered in lieu of a formal education qualification.
- A minimum of 3 years relevant work experience in programme coordination, project management, design and/or implementation of new services and stakeholder engagement. The Irish Cancer Society measures experience by the quality of the experience gained, rather than number of years worked.
- Experience in needs assessment, project planning and project management, evaluation and report writing
- An understanding of approaches/strategies required to address social and health inequalities at service design level.
- An understanding of strategies and policies relating to cancer and chronic disease management, and health equity at both regional and national level.

### **Person specification**

- Excellent interpersonal, and verbal and written communication skills.
- Strong facilitation and training skills.
- Excellent organisational, administration and co-ordination skills.
- Excellent ICT skills, including MS Office suite, MS Teams and a good working knowledge of data base management.
- Ability to work effectively with co-workers and collaborate with health and social care professionals, NCCP, community organisations and others to maintain and build partnerships, to maximise the impact of joint resources.
- Proactive and flexible in approach.

### **Desirable, but not essential:**

- Experience of working in the healthcare or community development sector.
- Experience of working with different population groups including disadvantaged groups.

### **General:**

- The Irish Cancer Society operates a no-smoking policy and the post holder must not smoke in the office or when on Society business outside the office.
- The successful candidate must have access to a vehicle and be willing and able to travel provincially, and be willing to occasionally work outside of normal working hours.
- All employees are required to be aware of their responsibilities towards health and safety and to adhere to fire regulations.
- Maintain confidentiality at all times, and compliance with the Data Protection Act is an essential requirement.

**The closing date for applications is Tuesday 1st July 2025**

**HOW TO APPLY:** If you are interested in this role please send a cover letter and CV to our email [recruitment@irishcancer.ie](mailto:recruitment@irishcancer.ie)

*The Irish Cancer Society is an equal opportunity employer. We celebrate diversity and are committed to building an inclusive environment for all employees. We know that the more inclusive we are, the better our work will be.*

**Some of our benefits:**

- 23 days Annual Leave a year or Pro Rata equivalent, plus public holidays, Good Friday and Christmas Eve (if it falls on a working day)
- Service Days - Additional days awarded to reflect long service with the Society.
- Sick Pay Scheme (following Probationary period)
- Flexitime
- Defined Contribution Pension Scheme (after 6 months)
- Group membership for VHI and HSF (health plans)
- Bus/Rail Ticket Scheme and Cycle to Work Scheme
- Death In Service Benefit (from commencement of employment)
- Paid Family Leave (Maternity, Paternity, Adoptive, Force Majeure and compassionate Leave)
- Learning and Development Programmes
- Educational Assistance (Study and Examination Leave)
- Employee Assistance Programme (EAP)
- Optional Flu vaccine provided