

# Leukaemia Care

YOUR Blood Cancer Charity

## About Leukaemia Care

Around 34,000 people are diagnosed with a blood cancer in the UK each year, making it the 5th most common cancer in the UK. A diagnosis can be devastating for not only the patients but often for the families and carers, too.

Leukaemia Care is a national blood cancer charity, providing support to patients, families, carers and loved ones in any way we can. We also help the health professionals who care for them with accredited nurse conferences, bursaries and online learning.

We campaign to improve early diagnosis by raising awareness of leukaemia and encourage people to learn to spot the signs and symptoms.

We offer a range of services, including:

- Dedicated Helpline with access to a nurse
- Nationwide support groups
- Patient and carer conferences
- Nurse conferences and bursaries
- One-to-one buddy support
- Accredited blood cancer information
- Campaigning and advocacy

Please visit [www.leukaemiacare.org.uk](http://www.leukaemiacare.org.uk) for more information about our work.

Please tailor your CV to the job specification and include a covering letter explaining how your skills and experience make you the ideal candidate for the role. Please send all applications to: [jobs@leukaemiacare.org.uk](mailto:jobs@leukaemiacare.org.uk)

**Job title:** Regional Coordinator – South

**Reports to:** Patient Services Manager (and Patient Advocacy Director)

**Hours of work:** 15 hours a week, Tuesday & Wednesday 9am to 5:30 pm with one hour unpaid for lunch

**Holiday:** 22 days pro-rata (+ an additional day for each complete year of service, rising to a maximum of 25 days) plus Bank Holidays per annum pro rata

**Salary:** £19,195 per annum (£7,678 per annum pro-rata)

**Benefits:** Pension with NEST (workplace pension scheme set up by government) and life assurance scheme.

**Location:** Remote worker based at home and visiting locations in South London, Essex & Kent

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## **Key relationships:**

Anyone affected by a blood cancer. This includes patients, family and friends.  
Liaising with haematologists, nurses, support group facilitators and volunteers.  
Staff at Leukaemia Care.

## **Main purpose of job**

You will provide a regional presence on behalf of Leukaemia Care. The focus is on managing all activities within your region (e.g. support groups); raising awareness of our services with healthcare professionals caring for leukaemia patients and individuals affected by leukaemia.

This will be primarily in hospital Haematology outpatient clinics and on Haematology wards but may also be at cancer centres and Macmillan pods.

## **Equipment**

Travel to our office in Worcester is needed to attend any necessary training sessions.  
Use of own car is essential for this role with travel expenses paid.  
Laptop and mobile phone provided, along with patient resources and conference equipment.

## **Duties and responsibilities**

### **By working with the Patient Services Manager**

Develop and implement Leukaemia Care patient advocacy initiatives which underpin the strategic plan.

Work with the Patient Advocacy team to support those affected by leukaemia and other blood cancers.

### **Manage Regional Activities**

Manage all activities within your region (e.g. support groups) – with direct responsibility for regional KPIs.

Represent Leukaemia Care at our support groups ensuring members are aware of our services and how to access them.

Work with the wider Patient Advocacy team to plan support groups in advance (e.g. venue, speakers, logistics, catering).

Provide support to existing support group facilitators who may be Haematology nurses or volunteers who are themselves patients.

Identify and evaluate the need for a new support group and facilitate their set up.

Encourage support group members to become involved in our Spot Leukaemia campaign

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(particularly in September for Blood Cancer Awareness Month).

## Service Awareness

Build relationships with healthcare professionals in your region – e.g. consultant haematologists, clinical nurse specialists and Haematology nurses - in order to promote the charity's services for patients and healthcare professionals.

Promote our healthcare professional training - such as nurse conferences, nurse bursaries, nurse e-learning and Nursing Matters magazine.

Identify and evaluate the need for a Leukaemia Care hospital support worker. Work with the Patient Services Manager to implement.

Represent Leukaemia Care at our patient and carer conferences and at non-Leukaemia Care events (at the request of the Patient Services Manager).

Check our patient information booklets are displayed within in Haematology outpatient clinics, hospital Haematology wards, cancer centres and Macmillan pods in order to promote the charity's services for patients and healthcare professionals.

Take orders for Leukaemia Care patient information booklets as necessary and forward to the office for dispatch.

## Work with the Leukaemia Care Staff

Liaise with the Communications teams to identify patient stories to help raise external awareness of the charity and our services.

Liaise with the Patient Advocacy Team in identifying campaigning and advocacy issues presented by patients and carers.

Work with the Communications Team to identify and develop content for the Patient Advocacy pages of the Leukaemia Care website.

Work with the Communications Team in identifying and developing content for Leukaemia Matters magazine, website and other Leukaemia Care publications.

## Other

Provide regular reports on your work and against your KPIs to your line manager.

Represent Leukaemia Care at external events (at the request of the Patient Services Manager).

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## General

In addition to the specific duties and responsibilities outlined in this job description, all Leukaemia Care employees should be aware of their specific responsibilities towards the following:

Adhere to all health and safety and fire regulations and to co-operate with the Charity in maintaining good standards of health and safety.

Uphold ethical and professional standards and not behave in a manner that is likely to bring the Charity into disrepute.

Promote and sustain a responsible attitude towards equal opportunities and diversity within the Charity.

Demonstrate a commitment to ongoing learning and development and to participate in any training relevant to the role.

**This job description is not exhaustive.** It acts as a guide and may be amended to meet the changing requirements of the charity at any time after discussion with the post holder.

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Criteria	Essential	Desirable	How assessed
Skills / Abilities	<p>Highly organised with good time management skills.</p> <p>Excellent communication and listening skills.</p> <p>Committed to supporting patients, carers and family members.</p> <p>Ability to work unsupervised.</p> <p>Able to carry out office administration tasks as part of role.</p> <p>Full UK driving license.</p>	<p>An understanding of blood cancers.</p> <p>Analytical Skills.</p> <p>Numeracy Skills.</p>	CV and interview
Knowledge and understanding	<p>Good working knowledge of Microsoft Office (Word, Excel and Outlook).</p> <p>Local services that may be relevant to blood cancer patients.</p>	<p>Blood cancers - specifically leukaemia and the impact of a diagnosis.</p> <p>Scientific Experience</p> <p>Knowledge of hospital frameworks.</p> <p>Cancer patient support.</p> <p>Raisers Edge database.</p>	CV and interview
Qualifications, training and education	Degree (2.1 or 1st) and/ or relevant professional qualification/experience	Healthcare background Community Support.	CV and interview
Experience	<p>Working remotely from home or in the community.</p> <p>Sales/Promotion of services.</p>	<p>Working in the charity sector, or with cancer patients and their families.</p> <p>Using the Raiser's Edge database.</p> <p>Liaising with healthcare professionals.</p>	CV and interview
Personal qualities	Positive, proactive approach to work and a good team player.	<p>Ability to problem solve.</p> <p>Ability to learn quickly.</p>	CV and interview