



Job Ref No:

Application No:

Information pack for candidates for the post of Project and Engagement Officer.

Please find attached an application pack for the post of Project and Engagement Officer, which contains the following:

Section 1: Job Description

Section 2: Person Specification - Essential and Desirable Criteria

Section 3: Application Form

Section 4: Meeting the criteria

Section 5: Monitoring Form

Section 6: Data Privacy Notice for Job Applicants

PLEASE READ THE FOLLOWING INFORMATION CAREFULLY

1. Your application pack contains information about Friends of the Cancer Centre, the job vacancy and the person required. You should read these carefully to ensure that the job and conditions are suitable.
2. You must complete sections 3, 4, 5 and 6 accurately and return them to Friends of the Cancer Centre by the date and time indicated below. You are also asked to complete a monitoring form (section 5).
3. **It is your responsibility to ensure that sufficient information is provided to enable a short listing panel to assess your suitability for this post.**

PLEASE SHOW CLEARLY IN YOUR APPLICATION HOW YOU MEET THE ESSENTIAL AND DESIRABLE CRITERIA.

4. Applications and attached sheets:
 - Applications must be printed out, signed and posted to Friends of the Cancer Centre.
 - Attached CVs **will not** be considered.
 - Attached sheets will only be considered where they are continuation sheets of a section of the application form where insufficient room was available to include all the necessary details.
5. It is the responsibility of the applicant to ensure that sections 3, 4, 5 and 6 are completed and returned to Friends of the Cancer Centre by **Thursday, 23 August 2018**. Interviews will be held on **Thursday, 30 August 2018**.

Your equal opportunities monitoring form (section 5) must also be completed and returned in a sealed envelope.

6. Under section 8 of the Asylum and Immigration Act 1996, all successful applicants must provide documentary evidence of their identity for verification and photocopying.

SECTION 1: Job Description

BACKGROUND

Friends of the Cancer Centre have a long and proud history of helping local cancer patients across Northern Ireland over the last 30 years.

Based at the heart of the Cancer Centre at Belfast City Hospital, the charity funds life-saving and life-changing projects that make a real and lasting difference to the lives of thousands of local people affected by cancer. Every year Friends of the Cancer Centre invests over £1.2 million back into cancer services in Northern Ireland.

Title of Post Project and Engagement Officer

Location Cancer Centre, Belfast City Hospital

Reports to Communications and Project Manager

Salary Salary Band 4 Point14 -17 £21,582 - £23,363

Hours: 35 hours per week (excluding one hour unpaid break for lunch),
Monday to Friday. Part-time working will also be considered.

OVERALL RESPONSIBILITY

Overseeing the administration of the Friends of the Cancer Projects and assist in communicating the charity' projects across a number of platforms including media, website, social media channels, events and supporter publications.

Responsible for ensuring the appropriate level of governance is applied to all projects and that these are completed within defined timescales, cost and quality criteria.

Main Duties and Responsibilities

Project Administration

1. Responsible for administration of all new project applications
2. Prepare all new project applications for approval by relevant committee
3. Responsible for terms and conditions for all approved projects
4. Accountable for the timely creation and quality of all associated project documentation throughout the entire project life cycle
5. Liaise with Friends of the Cancer Centre Finance Department in relation to projects once approved
6. Responsible for evaluation process of existing projects
7. Attend relevant Committee Meetings regarding new and existing projects
8. Responsible for minute taking at relevant Committee Meetings.

Funded Staff Engagement

9. Liaise with funded staff to ensure the implementation of terms and conditions including website footers, business cards, headshots and bios and managing those
10. Pivotal role in the induction of all newly funded staff within the Trust structure
11. Engage with funded staff to help identify patient stories/ testimonials to highlight the work of the charity which can be used for internal and external communications.

Internal Communications

12. Responsible for the development of a library of information relating to all projects
13. Engage with NHS staff not funded by the charity to highlight the role of Friends of the Cancer Centre within cancer services
14. Manage and create content for the hospital's six plasma screens
15. Identify internal marketing opportunities which will help increase awareness of the charity's work.

External Communications

16. Update the charity's website with relevant project information
17. To assist the Communications and Projects Manager in identifying project content for use in press, website and social media channels
18. To assist the Communications and Projects Manager to help identify new ways of using our projects and funded staff to engage with our supporter base
19. To assist with the production of the charity's annual review.

Other duties

20. Build and maintain close working relationships with key internal and external stakeholders
21. A team approach is central to the success of Friends of the Cancer Centre's work and from time to time the post holder may be required to assist with events, cheque presentations and support other team members

- 22. Attend courses as appropriate to assist in Professional Development
- 23. Comply with all policies and procedures
- 24. Comply with any other reasonable duties requested for the benefit of the Friends of the Cancer Centre.

The nature of the job will change as the needs of the Friends of the Cancer Centre develop. This will require a considerable degree of commitment, flexibility and adaptability of the successful candidate to meet quality standards required.

SECTION 2: Person Specification

Areas to be assessed	Essential	Desirable
Qualifications (Assessed at short-listing)	1. A minimum of 5 GCSE's (grades A-C) or equivalent, including English and Maths.	1. Educated to A levels or equivalent.
Experience/ Knowledge (Assessed at short-listing and interview)	2. Minimum of 3 years' experience, within the last 7 years, in a senior administration or communications role 3. Experience of relationship management with key partner organisations 4. Experience of creative planning, monitoring, evaluation and reporting	2. Experience of working in the voluntary sector 3. Knowledge of social media and digital marketing
Skills/qualities (Assessed at interview except for ** which will also be assessed at short-listing)	5. Proven organisational and interpersonal skills with practical experience of working with a range of individuals and organisations 6. Demonstrable strong attention to detail and problem solving skills 7. Ability to deal tactfully with sensitive and confidential issues** 8. Proficient use of industry standard ICT software** 9. Proven ability to work on own initiative 10. Ability to communicate clearly both orally and in writing 11. A team player who enjoys working as part of a small team.	
Special requirements (Assessed at interview)	12. Passion and commitment to the values and ethos of the Friends of the Cancer Centre 13. Flexibility and willingness to travel where needed during evenings and weekends 14. Proof of right to work in the UK (documented evidence will be required).	4. Full, current UK driving licence with business insurance and have access to the use of a car for work purposes. Consideration will be given to alternative travelling proposals in respect of applicants with a disability who cannot hold a driving licence

Criteria may be enhanced to aid shortlisting

SECTION 3: Application Form



Job Ref No:
Application

- Please write clearly (type or block capitals)
- All information will be treated in confidence and will be used by Friends of the Cancer Centre to assess your suitability for the job
- Candidates will be short listed on the basis of information contained in this application and checklist

The Vacancy

Job Applied For: _____

Family Name: _____

Forename (s): _____

Address: _____

Postcode: _____

Home Tel. No. _____ Mobile No. _____

Email Address _____

Nat Ins No. _____

Do you hold a current driving licence? Yes / No

Are you a car owner or do you have access to a form of transport which will enable you to carry out the duties of this post? Yes/No

Your Qualifications

Type of Exam (GCSE, NVQ, A Level, Degree etc)	Subject	Grade

Are you currently employed?

Yes / No

Current Salary:

Notice Required:

Employment History (Start with present or most recent job)

Name & Address of Employer	Dates employed & salary	Type of Job (give brief description of duties, including job title)	Reason for Leaving

[Please attach additional sheet if required]

References

All offers of employment are subject to receipt of satisfactory written references. Please provide the names, telephone numbers, addresses and email addresses of two referees, one of whom should be your present or most recent employer/line manager, and one who knows/has known you in a work capacity and can comment on your suitability for this post.

First Referee	Second Referee
Name: _____	Name: _____
Address _____ _____ _____	Address _____ _____ _____
Tel: _____	Tel: _____
Email: _____	Email: _____
Occupation: _____	Occupation: _____
Relationship to you: _____ _____	Relationship to you: _____ _____

References will only be sought if you are under consideration for appointment.

DECLARATION (Please read this carefully before signing this application)

Friends of the Cancer Centre stores and processes data in accordance with Data Protection legislation. Please read and sign our Data Privacy Notice attached.

I confirm that the above information is complete and correct and that any untrue or misleading information will give the Friends of the Cancer Centre the right to terminate any contract of employment offered or withdrawal of employment offer.

I confirm to the best of my knowledge the information contained in the application is correct.

Signed _____ Date _____

Section 4: Meeting the Criteria

Friends of the Cancer Centre will shortlist for interview only those applicants who appear from the available information to be the most suitable candidates for the post in terms of relevant skills, experience and ability. It is therefore essential that applicants fully describe how they meet each particular requirement, including relevant timescale/duration (i.e. provide dates), of the Essential Criteria and Desirable Criteria as detailed in the Person Specification.

Essential Criteria:

- 1. A minimum of 5 GCSE's (grades A-C) or equivalent, including English and Maths**

- 2. Minimum of 3 years' experience, within the last 7 years, in a senior administration or communications role**

3. Experience of relationship management with key partner organisations

4. Experience of creative planning, monitoring, evaluation and reporting

5. Ability to deal tactfully with sensitive and confidential issues

6. Proficient use of industry standard ICT software

Desirable Criteria:

- 1. Educated to A levels or equivalent**

- 2. Experience of working in the voluntary sector**

- 3. Knowledge of social media and digital marketing**

- 4. Full, current UK driving licence with business insurance and have access to the use of a car for work purposes.**

Consideration will be given to alternative travelling proposals in respect of applicants with a disability who cannot hold a driving licence

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SECTION 5: Monitoring Form

EQUAL OPPORTUNITY RECRUITMENT MONITORING FORM

Friends of the Cancer Centre is committed to promoting equality, diversity and an inclusive and supportive environment for staff, volunteers and families.

In particular Friends of the Cancer Centre will seek to ensure that people are treated equitably regardless of their gender, race, ethnic background, age, disability, socio-economic background, religious or political beliefs and affiliations, marital status, sexual orientation or other inappropriate distinction.

In order to do this, it is necessary to collect information from all employees and job applicants on the key characteristics which relate to equality and diversity in employment.

The information collected will be used for monitoring purposes under the terms of our Data Privacy Notice for Applicants.

REQUEST FOR INFORMATION

Date of Birth: _____

Gender: Female / Male

Disability: Yes / No

You should declare a disability if you perceive yourself as being at a disadvantage in obtaining, keeping or advancing your employment due to a physical, sensory, intellectual, dietary, communicative, psychiatric, allergic, or any other impairment.

Health:

Do you have any medical condition that could significantly affect your performance of the duties of the post for which you are applying? Yes / No

If yes, please give details:

Perceived Community Background:

(Please tick)

I am a member of the Roman Catholic community

I am a member of the Protestant community

Other

Nationality – Please specify: _____

Signed: _____ Date: _____

*Thank you for your co-operation in completing this form.
Friends of the Cancer Centre is an Equal Opportunities Employer.*

Please place this form in a separate envelope marked Monitoring Form and return to Friends of the Cancer Centre with completed sections 3, 4 and 6.

Please send your completed form (sections 3, 4, 5 and 6) to:

Friends of the Cancer Centre
Cancer Centre
Belfast City Hospital
Lisburn Road
Belfast
BT9 7AB

To arrive not later than 12noon on Thursday, 23 August 2018

- Late applications will not be considered
- Applications that are not fully completed will not be considered
- CVs will not be considered

Candidates shortlisted should ensure they can make themselves available for Interview on Thursday, 30 August 2018

As part of the interview assessment you will be given 30 minutes to prepare a 10 minute presentation.

Charity No NIC101345

SECTION 6: Data Privacy Notice for Job applicants

1. Why have you been given this privacy notice?

Friends of the Cancer Centre are a “data controller”. This means we are required under data protection legislation to notify you of how we will, collect process and store your personal data during the application and recruitment process. We will also explain what rights you have in relation to how we process your personal data.

2. What are our obligations to you in relation to how we process your personal data?

We are required by law to ensure that when processing any of your personal data that it is:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept in a form which permits you to be identified for only as long as necessary for the purposes we have told you about.
- Kept securely.

3. What personal data will we collect, use and store about you?

In order to process your job application we will collect the following information about you [adjust this list to accurately reflect the actual categories of personal and sensitive data that will be collected, used and stored]:

- your name, address and contact details, including email address and telephone number
- details of your qualifications, skills, experience and employment history];
- information about your current level of remuneration, including benefit entitlements
- information about your entitlement to work in the UK
- assessment interview, psychometric test, technical assessment
- pre-employment screening

We may also collect, store and use the following “special categories” of more sensitive personal information:

- Equal opportunities monitoring information.
- Whether or not you have a disability for which the organisation needs to make

reasonable adjustments during the recruitment process.

4. How do we collect your personal data?

We will collect this information from a range of sources, which will include your application form, CV, your passport or other identity documents, or information provided directly by you through interviews or other forms of assessment.

The organisation will also collect personal data about you from third parties, such as references supplied by former employers [information from employment background check providers, employment agency and information from criminal records checks.

The organisation will seek information from third parties only once a job offer to you has been made and will inform you that it is doing so.

Unsolicited CV's

If we receive an unsolicited CV at a time when we are not recruiting, we will delete the CV and inform you of this. If we want to hold this unsolicited personal data on file for future recruitment rounds, we will inform you of this in a privacy notice, along with the other required information.

5. How will we use your personal data?

Throughout the recruitment process we will need to process your personal data for one or more of the following lawful bases:

- a) Where we need to process your personal data to take specific steps at your request before entering into a contract with you or we need to process data to enter into a contract with you. This may include making reasonable adjustments to the recruitment process to accommodate disabilities as and when requested.
- b) Where we need to process your personal data to comply with a legal obligation, for example if your application is successful we will check your right to work in the UK before a job offer is made.
- c) Our legitimate reason for processing your personal data is to enable us to gather data so that we can assess which candidate's skills and experience is the best match with our job role requirements and therefore suitable for employment. We also need to process job application information in order to respond to and defend against legal complaints. We will process your personal data for these legitimate reasons provided that your interests and fundamental rights do not override those interests.
- d) Where we need to protect your interests (or someone else's interests).
- e) Where it is needed in the public interest or for official purposes.

6. When will we use your personal data?

During the application and recruitment process and for a short period after the recruitment process, we will use your personal information for specific purposes.

- Assessing suitability to perform the role
- Interview
- Checking your right to work in the UK
- Where the business carries out equal opportunities monitoring in relation to special categories of data, which may relate to ethnic origin, sexual orientation,

- health or religion or belief
- For some roles, the business is obliged to seek information about criminal convictions and offences.

The organisation will not use your data for any purpose other than recruitment purposes.

7. What happens if you do not provide us with information?

We will only ask you to provide information which we believe is necessary for the application and recruitment process. You are under no statutory or contractual obligation to provide data during the recruitment process. However, if you do not provide sufficient information, we may not be able to process your application properly or at all. Also we may not be able to meet our legal obligations towards you with regard to reasonable adjustments.

8. What happens if we need to use your personal data for a new purpose?

We have indicated above a list of circumstances in which we will use your data. We will usually only use your personal data as indicated. However, if we consider that it is necessary and reasonable to use your personal data for an unrelated purpose, we will notify you and explain the legal basis which allows us to do so.

9. How do we use your special categories information?

Any personal data which reveals your ethnic origin, political opinions, religious and philosophical beliefs, trade union membership, genetic, biometric or health data, sex life and sexual orientations will be regarded as special categories of personal data. We will only use this data in the following ways:

- In order to comply with employment and other laws to ensure that the recruitment process is conducted in a fair and inclusive manner.
- To ensure we meet our health and safety and equality obligations towards you we will use information about your physical or mental health or disability status to make appropriate reasonable adjustments to the recruitment process.
- Where it is needed in the public interest, for example for equal opportunity monitoring and reporting.

There may be circumstances where we need to process this type of information for legal claims or to protect your interests (or someone else's) and you are not able capable of giving your consent or where the relevant information has already been made public. An example of what the list may look like is as follows:

Purpose	Category of personal data	Lawful basis
Equal opportunity monitoring	Religion information	Fair Employment Monitoring

10. Do we need your consent to use special categories data?

If we are using your personal sensitive data in accordance with the lawful purposes set out in this privacy notice, in these circumstances we do not need your written consent to use sensitive personal data.

However, in limited circumstances, we may request your written consent to allow us to process your sensitive personal data. If it becomes necessary to request your consent to process your sensitive personal data, we will provide you with details of the information that we require and why we need it, so that you can decide whether you wish to provide your consent. It is not a condition of applying for the role with us that you must agree to any request for consent. Giving consent will always be a decision made by your freewill/choice.

11. Criminal convictions

Given the nature of the role and duties you will perform we, will not request and hold information about criminal convictions. In addition, where applicable we will only request this information if you are successful in your application and where we are legally entitled to do so.

12. Automated decision making

During the application and recruitment process we will not rely on any automated decision making.

13. Will we share your personal data with third parties?

We will not share your data with third parties, unless your application for employment is successful and you accept our offer of employment.

14. Which third party service providers will we share your personal data with?

If that occurs, we will then share your data with:

- Former employers to obtain references for you
- Employment background check providers to obtain necessary background checks
- Accountants and HR Specialists.

15. Third party service providers and data security

Third party service providers are only permitted to process your personal data in accordance with our specified instructions. They are also required to take appropriate measures to protect your privacy and personal information. We do not allow your information to be used by the third parties for its own purposes and business activities.

16. Will we share your personal data with other entities within our business group?

Your information will be shared internally for the purposes of the recruitment exercise. This includes:

- Members of the HR and recruitment team
- Interviewers involved in the recruitment process
- Managers in the business area with a vacancy
- IT staff

17. Will we transfer your personal data outside of the European Economic Area?

The organisation will not transfer your data outside the European Economic Area.

18. How do we ensure your personal data is secure?

We take your privacy and protection of data very seriously. Consequently, we have put in place appropriate security measures to prevent unauthorised use of your personal data. Details of the measures which are in place can be obtained from the Chief Executive. We will notify you and any applicable regulator of any suspected unauthorised use of your personal data.

19. How long will we keep your personal data?

We will retain your personal data for as long as is necessary to fulfil the purposes for which it was collected for.

If your application for employment is unsuccessful, we will hold your data on file for 6 months after the end of the relevant recruitment process.

At the end of that period or once you withdraw your consent your data will be deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be available in our data retention policy.

20. How will we store your data?

Your data will be stored in a number of different places, including on your application record, in HR management systems and on other IT systems (including email).

21. Your duty to inform us of any changes

In order that we can ensure that the personal data we hold in relation to you is accurate, it is important that you keep us informed of any changes to that data.

22. What rights do you have in respect of how we use your personal data?

Subject to legal limitations you have the right to:

- **Request access to your data:** You can ask us to provide a copy of the personal data we hold about you.
- **Request corrections to be made to your data:** If you think that your personal data is incomplete, inaccurate you can ask us to correct it.
- **Request erasure of your data:** If you consider there is no lawful basis for us to continue processing your data you can ask for that data to be deleted or removed.
- **Object to the processing of your data:** If our lawful basis for processing your data relates to a legitimate business interest (or third party interest) you can raise an objection to that interest. You can also object to us using your information for direct marketing purposes.
- **Request that processing restrictions be put in place:** If you believe that your information is being processed without a lawful reason or that the information is incorrect you can request that a freeze/restricting is placed on the processing of the information until your concerns are addressed.
- **Request a transfer of your personal data:** You can ask us to transfer your personal data to a third party.

If you wish to exercise any of the above rights please contact the Chief Executive.

23. Will I have to pay a fee?

You will not be expected to pay a fee to obtain your personal data unless we consider that your request for access to data is unfounded or excessive. In these circumstances we may charge you a reasonable fee or refuse to comply with your request. We may also charge a reasonable fee where we have supplied a copy of your personal data and you then request another copy of the same information.

24. Before we comply with your request

Whenever you make a request for access to personal data, to ensure that we are releasing personal data to the correct person we may ask questions to confirm your identity.

25. Right to withdraw your consent

If we have asked for your written consent to obtain information, you have the right to withdraw your consent at any time. To withdraw your consent please contact the Chief Executive. Once we receive your notice of withdrawal we will cease processing your data unless we have any other lawful basis on which to continue processing that data.

26. Who is responsible for ensuring that rights and obligations under this privacy notice are met?

The Chief Executive will ensure that your personal information is handled in accordance with this privacy notice, the data protection laws and any changes that might be made to those laws. If you have any concerns or complaint relating to how we process your personal data you are entitled to contact the Information Commissioner's Office. This office oversees all UK data protection issues.

27. Important information about this privacy notice

This notice does not form part of any contract of employment or any other contract to provide services. We reserve the right to amend or update this privacy notice at any time. We will provide you with a new notice when we make any updates.

28. How to make a complaint

To exercise all relevant rights, queries or complaints please in the first instance contact our Chief Executive, Friends of the Cancer Centre, Cancer Centre, Belfast City Hospital, Lisburn Road, Belfast, BT9 7AB. If this does not resolve your complaint to your satisfaction, you have the right to lodge a complaint with the [Information Commissioners Office](https://ico.org.uk) on 028 9027 8757 or 030 3123 1114 or via email ni@ico.org.uk or at the Information Commissioner's Office, 3rd Floor, 14 Cromac Place, Belfast, BT7 2JB.

I acknowledge that on [/ /] (date), I received a copy of the Friends of the Cancer Centre Privacy Notice for job applicants and that I have read and understood it.

Printed Name of job applicant

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Signature

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