

JOB DESCRIPTION

TITLE: Macmillan Community Engagement Officer x 2 posts (Fixed Term, 1 Year)

POST NO: PREF106155

DEPARTMENT: Luton Public Health

DIVISION: Healthy Equity and Community Prevention Team

RESPONSIBLE TO: Public Health Manager

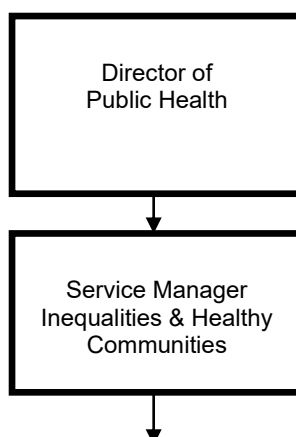
GRADE: L6

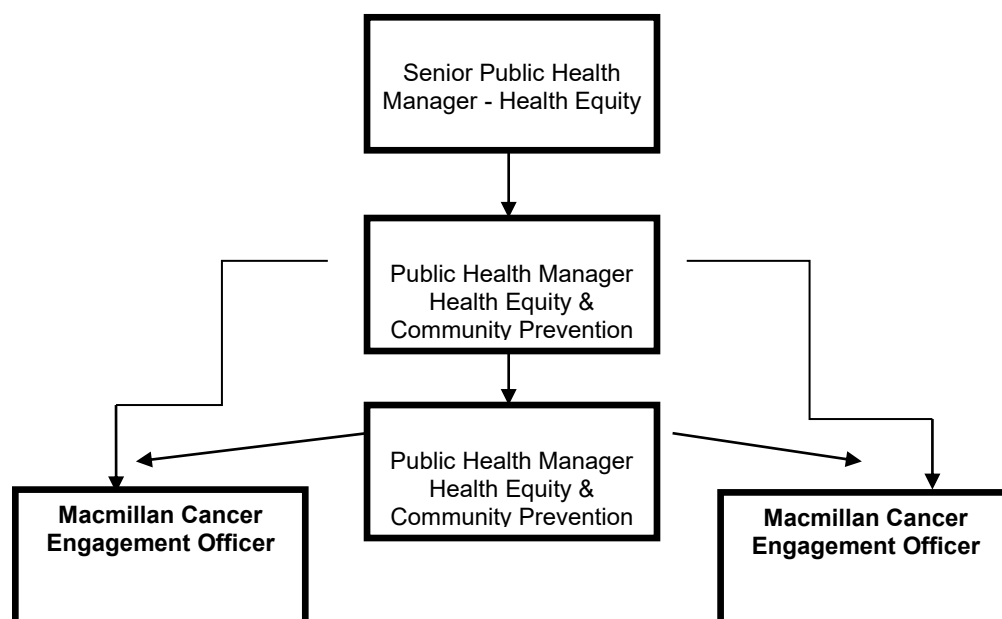
PURPOSE OF POST: The Macmillan Community Engagement Officer will support the **Macmillan Cancer Connector & Co-production Project Manager** in delivering a one-year community engagement programme focused on people affected by cancer in Luton—especially those from **seldom-heard and diverse communities**. The focus will be on communicating and engaging with all residents with a direct focus on Black, Afro and Caribbean, South Asian, Eastern European and Gypsy, Roma and Traveller communities.

Purpose of the Role

- Strengthen the Luton Cancer Outcomes Project by building trust, relationships, and long-term engagement with local communities.
- Gather insight into the barriers people face around cancer prevention, diagnosis and care.
- Promote early intervention, cancer screening, lifestyle changes and appropriate support services.
- Help co-develop improvements to cancer-related services, aiming to reduce **health inequalities** and improve **cancer care experiences**.

ORGANISATION CHART:





PRINCIPAL RESPONSIBILITIES:

%

Key Responsibilities

1. **Facilitation & insight gathering (20%)**
Run conversations and workshops to understand people's experiences, identify what matters to them, and translate insights into recommendations.
2. **Develop & deliver engagement programmes (15%)**
Plan and run engagement events that involve seldom-heard communities, ensuring their insights influence service priorities.
3. **Deliver health messages & signposting (15%)**
Share clear information on cancer prevention, early detection, screening services and community resources.
4. **Community relationships & partnership working (15%)**
Build strong relationships with communities, voluntary groups, NHS partners and others. Capture the voice and lived experience of people affected by cancer to shape improvements.
5. **Reporting & presentation (15%)**
Produce reports, summarise findings, and present information accessibly to a range of audiences.
6. **Admin & coordination (10%)**
Support meetings, maintain project administration and contribute to efficient programme delivery.

7. Teamwork & additional duties (10%)

Work independently and as part of a team, manage workload, support broader public health capacity, and undertake other tasks as required.

DIMENSIONS:

- **Supervisory Management:** No line management or budget responsibility.
- **Financial Resources:** No line management or budget responsibility.
- **Physical Resources:**
 - Mix of home, office and community-based work, including some out-of-hours activity.
 - Travel required within and outside Luton.

Other:

- Engagement with emotionally distressed individuals requires strong emotional intelligence, resilience and boundary management.
- May involve presenting to large audiences and distributing materials in community settings.

CONTEXT:

Ensure that policies, procedures and activities are revised and/or implemented in a way that makes sure of equality for all in the way the service is delivered and also reflects the Council's commitment to work in active partnership with the community to regenerate Luton and improve the quality of life for all its citizens.

PERSON SPECIFICATION SUMMARY – Macmillan Community Engagement Officer

We are looking for motivated, community-focused individuals with strong people skills and a passion for improving health outcomes. To succeed in this role, you will need to demonstrate the following essential attributes:

Essential Experience

- Proven experience planning, facilitating and delivering community or public involvement events.
- Ability to build trust and work in partnership with a wide range of stakeholders, including vulnerable groups.

- Experience delivering health improvement messages and signposting people to support services.

Essential Skills & Abilities

- Able to work independently, use initiative and adapt activities as projects evolve.
- Strong interpersonal, presentation, facilitation and communication skills.
- Confident engaging with people from diverse backgrounds and managing emotional or sensitive conversations with empathy.
- Skilled in active listening, emotional intelligence and conflict resolution.
- Comfortable working with qualitative and quantitative data and communicating information clearly.
- Able to organise workload, meet deadlines and maintain accurate records or databases.
- Strong verbal communication; competent using social media to support engagement.

Essential Knowledge & Values

- Understanding of health inequalities, equality issues and how they affect communities.
- Commitment to role-modelling integrity, impartiality and inclusive practice.
- Knowledge of delivering community projects and applying public/patient engagement principles.

Education & Training (Essential)

- Level 3/4 qualification (e.g., A-levels, BTEC Foundation) **or** equivalent professional experience in public health, project work, community engagement, marketing, or related fields.
- Commitment to ongoing professional development.

PERSON SPECIFICATION

This acts as selection criteria and gives an outline of the types of persons and the characteristics required to do the job.

Essential (E) :- without which candidate would be rejected

Desirable (D):- useful for choosing between two good candidates.

Please make sure, when completing your application form, you give clear examples of how you meet the essential and desirable criteria.

Attributes	Essential	How Measured	Desirable	How Measured
Experience	Community relationships & partnership working Build strong relationships with communities, voluntary groups, NHS partners and others. Capture the voice and lived experience of people affected by cancer to shape improvements. Work with local communities to influence and coproduce improvements of cancer provision. Develop & deliver engagement programmes Plan and run engagement events that involve seldom-heard communities, ensuring their insights influence service priorities. Deliver health messages & signposting and understand health inequalities Share clear information on cancer prevention, early detection, screening services and community resources. Work across Luton and neighbouring areas to influence improvement by	1, 2, 3 1, 2, 3 1, 2, 3 1, 2 1, 2, 3 1,2	Experience of taking part in research reviews and health assessments.	1, 2

	addressing the health and wellbeing impacts of the wider determinants of health.			
Skills/Abilities	Provide strong leadership and advocacy for health and wellbeing; be able to work independently Support meetings, maintain project administration and contribute to efficient programme delivery. Run workshops, facilitating conversations to understand people's experiences, identify what matters to them, and translate insights into recommendations. Influence effective cancer provision through active listening and emotional intelligence with individuals and in group settings. Produce reports, summarise findings, and present information accessibly to a range of audiences. Organise and manage own workload/projects to agreed timescales. Use and maintain databases Excellent verbal communication skills including experience in use	1, 2 1, 2 1, 2 1, 2 1, 2, 3 1, 2 1,2 1,2	Able to interpret relevant data and use sound reasoning to health prevention goals and objectives. Experience influencing or working with multiple stakeholders across sectors Openness to using digital tools to support productivity, insight capture, and collaboration	1, 2 1, 2 1, 2

	of social media.			
Equality Issues	Knowledge and understanding of mechanisms to reduce health inequalities and understanding of equality issues and how they impact communities. Lead by example, role modelling ethics, integrity, impartiality and the elimination of bias and promoting a working environment that supports the Councils values.	1, 2 2		
Specialist Knowledge	Knowledge of delivering community project events improving health outcomes. Understanding of effective community engagement	1, 2 1, 2	Specific cultural and/or language knowledge of South Asian / Eastern European and/or Black African/Caribbean communities and Gypsy, Roma and Traveller communities Understanding and knowledge of working in cancer services. Knowledge, application and understanding of evaluating projects and programmes, health improvement services including health and social care sector. Knowledge, application and understanding of principles of behaviour change, social marketing and practice of evidence-based decision-making	1, 2 1, 2 1, 2 1, 2

Education and Training	Level 3 (A Levels) or 4 (BTEC foundation), or equivalent professional experience in Business Administration or relevant qualification e.g. project management, marketing, public engagement, public health.	1,4	A Public Health Degree or equivalent professional experience.	1
			CPD relevant to project management in public involvement.	1
	Undertake a programme of continuous professional development.	1	A Project Management qualification or equivalent experience.	1
Other Requirements	Ability to work autonomously and flexible hours including weekends and evening hours.	1, 2		
	Ability and willingness to travel locally and regionally within UK.	1, 2		

(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise)

We will consider any reasonable adjustments under the terms of the Equality Act (2010), to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that **Luton Borough Council's** policies are reflected in all aspects of his/her work, in particular those relating to;

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act (2018) and General Data Protection Regulation (2021)