



## Cancer Early Diagnosis Coordinator Job Description

Cancer Early Diagnosis Coordinator	
<b>Salary:</b>	£26,620 pro rata plus up to 6% pension contribution and generous annual leave entitlement. Macmillan Professional Status and training.
<b>Working Hours:</b>	2 x 37.5 hours per week
<b>Reports to:</b>	Service Manager
<b>Accountable to:</b>	Cancer Services Manager
<b>Appointment type:</b>	1 Year fixed Contract (initial stage – potential to become permanent, subject to funding)
<b>Main Location:</b>	Hybrid between GP practices, Self Help UK Office in Nottingham, community venues, and home working.
Context	
<p>Cancer outcomes in Nottingham City remain below the national average, with stark inequalities in screening uptake and a high proportion of late-stage diagnoses. These disparities are particularly pronounced among marginalised and underserved communities, where barriers such as language, cultural differences, and socioeconomic challenges contribute to poorer health outcomes.</p> <p>To address this, Self Help UK has partnered with NHS Nottingham and Nottinghamshire Integrated Care Board (ICB) and the East Midlands Cancer Alliance to launch a pioneering initiative aimed at improving early cancer diagnosis. This 12-month pilot focuses on increasing participation in cancer screening programmes—particularly bowel cancer screening—through targeted, community-based engagement and personalised support.</p> <p>Aligned with the <b>NHS Long-Term Plan</b>, which prioritises early diagnosis and reducing health inequalities, this initiative seeks to ensure that by 2028, 75% of cancers are diagnosed at stage 1 or 2. The programme will work within Primary Care Network (PCN) areas to identify individuals at higher risk, provide tailored navigation and support, and collaborate with local leaders and voluntary sector partners to deliver culturally competent outreach. Activities such as Community Screening Roadshows will empower residents to recognise cancer symptoms, overcome barriers to screening, and take proactive steps toward better health.</p> <p>This role offers an opportunity to make a tangible impact on health equity, helping Nottingham’s most vulnerable populations access life-saving screening and challenging the systemic factors that lead to late diagnosis.</p>	
Job Purpose and Objectives	
<p>The Cancer Early Diagnosis Coordinator will play a pivotal role in delivering Nottingham’s new initiative to tackle health inequalities and improve cancer outcomes. This role is designed to support the NHS Long-Term Plan’s ambition that by 2028, 75% of cancers are diagnosed at</p>	

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stage 1 or 2, by focusing on increasing screening uptake and awareness among marginalised and underserved communities.

### Key objectives include:

- **Increase screening uptake** by providing personalised, culturally competent support to individuals who have not responded to screening invitations and those identified as higher-risk.
- **Deliver education and awareness activities** across Nottingham City to improve understanding of cancer signs and symptoms and promote participation in screening programmes.
- **Support individuals and families** to overcome practical, cultural, and emotional barriers to accessing screening and early diagnosis.
- **Build strong partnerships** with GP practices, Primary Care Networks, community organisations, and public health teams to ensure joined-up, holistic support.
- **Capture and report outcomes** to demonstrate impact, share learning, and inform future commissioning decisions.

This role is central to reducing late-stage cancer diagnoses and improving health equity, ensuring that people in Nottingham's most vulnerable communities have the knowledge, confidence, and support to engage with life-saving screening programmes.

### Key Responsibilities

#### Key Responsibilities

##### 1. Screening Outreach and Support

- In partnership with your target Primary Care Network practices (PCN's), use NHS-approved systems and data to identify individuals who have not responded to cancer screening invitations, prioritising underserved and higher-risk groups in line with **CORE20PLUS5** priorities.
- Provide personalised navigation and support to approximately 25 individuals per year, helping them overcome barriers such as language, cultural differences, and practical challenges.
- Record and monitor changes in screening uptake, ensuring accurate reporting to demonstrate impact and inform future commissioning.

##### 2. Awareness and Community Engagement

- Plan and deliver culturally competent outreach sessions, workshops, and events to raise awareness of cancer signs, symptoms, and screening programmes.

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- Co-produce activities with community members and volunteers to ensure relevance and accessibility.
- Deliver a minimum of eight community awareness sessions annually, targeting areas with the greatest health inequalities.

### **3. Partnership and Collaboration**

- Build strong working relationships with GP practices, Primary Care Networks, public health teams, and voluntary sector partners to deliver joined-up support.
- Develop strong working relationship with the NUH Bowel Screening Hub to facilitate supported access to services.
- Share insights and learning across Nottingham City to improve consistency and effectiveness of early diagnosis initiatives.
- Support wider Macmillan and Self Help UK programmes to embed holistic, non-clinical support into cancer pathways.

### **4. Working with Volunteers**

- Working with the SHUK Volunteer Lead Coordinator, develop a range of volunteer opportunities to support the programme of activity.
- Identify clients who would benefit from 1:1 support to access screening services and follow up appointment and match with a pool of trained volunteers
- Support the training and development of Screening Volunteers and Buddies with the Volunteer Lead Coordinator.
- Support a small team of volunteers for community events and activities in your target PCN area.

### **5. Data, Monitoring, and Evaluation**

- Maintain accurate records of outreach, engagement, and outcomes using agreed systems.
- Provide quarterly reports to Self Help UK and NHS ICB stakeholders.
- Contribute to qualitative evaluation through case studies, testimonials, and focus groups to capture the lived experience of service users.

### **6. Governance and Compliance**

- Adhere to Self Help UK and NHS policies, including safeguarding, data protection (GDPR), and information governance protocols.

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- Ensure compliance with health and safety standards and confidentiality requirements at all times.

### **7. Professional Development**

- Participate in induction, supervision, and continuous professional development opportunities, including NHS and external training.
- Engage in reflective practice and peer learning to enhance professional growth.

### **8. Other Duties**

- Attend and contribute to internal and external meetings as required.
- Work flexibly, including occasional evenings and weekends, to meet the needs of the community.



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Person Specification Cancer Care Coordinator (Primary Care Network)	
Essential Criteria	Desirable Criteria (if not attained, development may be available for successful candidate)
<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• Understanding of cancer and its impact on individuals, families, and communities.</li> <li>• Awareness of cancer screening programmes (e.g. bowel, breast, cervical and lung) and their importance in early diagnosis.</li> <li>• Knowledge of health inequalities and culturally competent approaches to engagement.</li> <li>• Understanding of safeguarding, data protection (GDPR), and confidentiality requirements.</li> <li>• Commitment to equality, diversity, and inclusion in all aspects of service delivery.</li> <li>• Awareness of health and safety principles in community and outreach settings.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of the CORE20PLUS5 framework and NHS priorities for reducing health inequalities.</li> <li>• Understanding of self-help groups, peer support, and the role of the voluntary sector in health improvement.</li> <li>• Familiarity with Macmillan Cancer Support and local cancer pathways.</li> </ul>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Proven experience in community engagement, outreach, or health promotion within health, voluntary, or social care sectors.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of delivering culturally competent health education or awareness programmes.</li> </ul>



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<ul style="list-style-type: none"> <li>• Experience of building trust and rapport with underserved or marginalised communities.</li> <li>• Experience of supporting individuals to overcome practical, cultural, or emotional barriers to accessing health services.</li> <li>• Ability to manage sensitive and emotionally complex conversations with empathy and professionalism.</li> <li>• Experience of working collaboratively across organisations, including GP practices, Primary Care Networks, and voluntary sector partners.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of delivering training</li> <li>• Previously delivered service(s) in partnership between NHS and voluntary sector</li> </ul>
<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Strong interpersonal and communication skills, including the ability to adapt messages for diverse audiences.</li> <li>• Ability to plan and deliver community-based sessions and events.</li> <li>• Good organisational and time management skills, with the ability to meet deadlines.</li> <li>• Competence in IT systems (Microsoft Office, Outlook) and record-keeping.</li> <li>• Emotional resilience and ability to manage competing priorities in challenging situations.</li> </ul>	<ul style="list-style-type: none"> <li>• Familiarity with clinical systems such as EMIS or SystemOne is desirable but not essential as training will be given.</li> </ul>



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<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• Ongoing commitment to Continuing Professional Development.</li> <li>• This post will be allied to Macmillan Cancer Support Professional Development opportunities and participation in training and inductions will be mandatory.</li> </ul>	<ul style="list-style-type: none"> <li>• Accredited qualification in Health and Social Care or related field (NVQ, QCF diploma, BTEC, degree) desirable.</li> </ul>
<p><b>ATTRIBUTES</b></p> <ul style="list-style-type: none"> <li>• Commitment to Self Help UK's values and principles of peer-led, community-based support.</li> <li>• Willingness to work flexibly, including occasional evenings and weekends.</li> <li>• Full driving licence and access to a vehicle for work purposes.</li> </ul>	

\*Self Help Nottingham has a responsibility under the Asylum, Immigration and Nationality Act 2006 to ensure that all employees are eligible to work in the UK. Prior to commencing employment, the successful candidate will be asked to provide documentary evidence to this effect, for example a UK/EEA passport or identity card; a full UK birth certificate; a Home Office document or visa evidencing the right to take this employment. Please note that the University will not be able to issue a Tier 2 Certificate of Sponsorship for this post.