

Recruitment pack



**Target
Ovarian
Cancer**

Nurse Adviser

**Supportive services
department**

Closing date: 21/04/2024

What you need to know about the role

Job title:	Nurse Adviser
Reports to:	Lead Nurse Adviser
Location:	You would be employed on a homeworking contract. This means that you may usually work from your home or remote location, with travel and accommodation costs met by the charity.
Hours:	The usual hours of work are 9am to 5pm. We would ideally offer this position on a four-day a week (28 hours) basis, but we are open to discussion about working patterns. Please contact us if you would like to discuss this.
Salary:	£35,392 to £45,996 NHS band 6 or 7 equivalent (pro-rata and dependent on experience).
Holiday:	Staff start with 25 days' annual leave entitlement, rising to 27 days after one year's service and 30 days after two years' service, plus statutory public holidays.



About Target Ovarian Cancer

Ovarian cancer devastates lives.

11 women die every single day and survival rates in the UK are among the worst in Europe. Those facing ovarian cancer are being let down on all sides: symptoms awareness is low, diagnosis is often too late, treatments are too few and often debilitating. Too many lives are lost and shattered.

This injustice cannot continue. As a community we stand for change.

At Target Ovarian Cancer, we target what's important to stop ovarian cancer devastating lives.

We're the only ovarian cancer charity working across all four nations of the UK. We work with everyone affected by ovarian cancer and health professionals to ensure we target the areas that matter most for them.

We're fighting for a world where everyone with ovarian cancer lives, and we're targeting what's important – symptoms awareness, early diagnosis, better treatments and support for all.



Our values

Learn about the values we expect from ourselves and each other, at every level of the organisation, every day.



Supportive

Working together to be there for women with ovarian cancer and their families.



Expert

Bringing together the knowledge, skills and experience to succeed.



Pioneering

Constantly pushing boundaries, innovating and working to be the very best we can be.



Empowering

Helping people to achieve their goals.



Passionate

Women with ovarian cancer are at the heart of everything we do.



Impactful

Delivering the changes that women with ovarian cancer and their families need.



My favourite thing about working at Target Ovarian Cancer is definitely the people – it's an absolute pleasure to be part of such a passionate and dedicated team who are super friendly and fun to work with!"

- Hayley, Head of Digital



Specific responsibilities

What we're looking for

We have some exciting plans over the next few years, this role will play a vital part in delivering support to women via our established support line service, while helping the team further develop and expand our overall offering to women with ovarian cancer including the development of our online support services. This is a fantastic opportunity for someone who is keen to diversify their skillset, gaining experience in working alongside colleagues in communication, research, fundraising and campaigning teams.

For an informal discussion about the role, please email Rachel Mugnai, Lead Nurse Adviser, on info@targetovariancancer.org.uk.

Specific Responsibilities

Support for those affected by ovarian cancer

- Respond appropriately to telephone and email queries from women, relatives, and others affected by ovarian cancer or concerned about symptoms, recording the enquiry following Target Ovarian Cancer policies and procedures, including, safeguarding, confidentiality and data protection legislation.
- Work with the supportive services and communications team to promote the nurse-led support line, to expand its reach, develop its scope and evaluate its impact.
- Use expert clinical knowledge to support team members who moderate our online communities.
- Attend our face-to-face support events to deliver workshops and presentations for women with ovarian cancer (while this programme is not currently running in-person it may begin to do so again)
- Attend/deliver digital support events for those affected by ovarian cancer.
- Support the running and co-delivery of the "My next steps" course for those who have completed first line treatment for ovarian cancer

Information production

- Update and develop clinical and healthcare professional content on the Target Ovarian Cancer website and Nurses' network Facebook group.
- Work with the health information team to support the production process of health information materials including hard copy publications and online resources.
- Support the development of informational materials on the clinical trials pages of the website.



Specific responsibilities

Support and engagement with healthcare professionals

- Develop and promote the use of Target Ovarian Cancer's gynae oncology specialist nurse online hub (nurses' network) as a means of supporting Clinical nurse specialists (CNS's) in their roles, sharing best practice and increasing engagement of CNSs with Target Ovarian Cancer across the whole of the UK.
- Support the creation of newsletters and social media content to health care professionals to keep them up to date with latest ovarian cancer related research and policy.
- Further develop the Target Ovarian Cancer health care professional web pages ensuring they are current, evidence based and useful for their audience whilst ensuring policy information sources are regularly reviewed.
- Build a network of CNS's who the charity can support and who are in turn able to signpost women to our services through regular visits and meetings with CNSs throughout the UK.
- Continue to strengthen relationships with CNSs and other health care professionals through partnership working with other gynae-oncology charities and organisations such as the British Gynaecological Cancer Society (BGCS), attending regular gynae-oncology study days and conferences.
- Support the evaluation of the charity's programmes of work.

Other

- Support the development, distribution and analysis of our annual impact survey.
- Act in an internal advisory role on relevant ovarian cancer matters, and with training, act as one of the external spokespeople for the charity.
- Maintain knowledge of ovarian cancer clinical developments through appropriate training courses, self-directed learning and liaison with other health professionals.
- Work within the NMC code of professional practice and maintain your own professional registration.
- Keep up to date with relevant health and information initiatives as well as research on ovarian cancer that impact on our work. This includes changes to guidance from the Department of Health, NICE, NHS England and the Patient Information Forum (PIF).
- Represent the charity at external events and conferences.
- Support the supportive services team in the expansion of the charity's patient support services through identifying and developing opportunities.
- Act as an ambassador for the charity both internally and externally.
- Travel on a regular basis, as required within the UK to fulfil the role. To be prepared to undertake some anti-social working hours and overnight stays.
- To undertake any other assignments within the supportive services team and wider organisation as required.



Person specification

Person Specification

Knowledge and experience	Essential	Desirable
Registered General Nurse with current NMC registration	X	
Experience of working as part of an oncology team or specialist unit	X	
Experience of working as a gynae oncology clinical nurse specialist	X	
A working knowledge of treatments and treatment pathways for ovarian cancer	X	
Current or recent demonstrable experience of supporting women with an ovarian cancer diagnosis through treatment, recovery, recurrence, and end of life care	X	
Understanding of the impact of ovarian cancer for women and their families and the ability to deliver holistic person-centred support	X	
Experience of working autonomously, advocating for, and empowering people within your care	X	
Excellent written and verbal communication skills, including telephone listening skills. The ability to communicate specialist and complex information	X	
Experience of facilitating group support sessions		X
Proficiency using MS Office applications, such as Word and Outlook	X	
Understanding and experience of service development		X
Experience in producing patient health information		X
Experience of using social media in a professional capacity		X
Experience of using databases		X



Person specification

Personal attributes and skills	Essential	Desirable
Supportive, with the ability to relate to women living with ovarian cancer with warmth and sensitivity alongside maintaining appropriate professional boundaries	X	
Excellent attention to detail and competent in administration/data recording	X	
Confident, with the ability to represent the organisation externally and at events	X	
Proactive approach to work, flexible and able to multitask	X	
Able to work autonomously and as part of a team	X	
Ability to prioritise work, work to tight deadlines and meet personal, team and organisational objectives	X	
Commitment to maintaining continued professional development	X	
A broad knowledge of voluntary and statutory sector services for people living with cancer		X

Equal opportunities

Target Ovarian Cancer is committed to the promotion of equal opportunity and does not discriminate against employees for job applications on the basis of race, sexual orientation, religion, colour, sex, age, national origin, disability or any other status or condition protected by applicable law. This policy extends to but is not limited to recruitment, selection, remuneration, benefits, promotion, training, transfer and termination.



Benefits



Holidays

Staff start with 25 days' annual leave entitlement, rising to 27 days after one year's service and 30 days after two years' service and also receive statutory public holidays. This is pro-rated for part time staff.



Employee assistance programme

All members of staff, their partners and any dependants between the ages of 16 & 24 in full time education, have access to a free and anonymous service providing information, expert advice and specialist counselling to deal with a wide range of issues staff may encounter in their personal or work lives.



Health Service Discounts

All Target Ovarian Cancer staff are eligible to sign up to the NHS Health Service Discounts website as healthcare-related charity staff and receive discounts on shopping, insurance, mobiles, and more!



Volunteering

All staff are encouraged to volunteer at Target Ovarian Cancer events at least twice a year. Time off in lieu is given for these volunteering times when staff volunteer out of working hours.



Pension

5 per cent employer contribution.

Meet the team



I was made to feel so welcome by everyone at Target Ovarian Cancer from my very first day, and that support has definitely continued. The hybrid working model works well, but there are still plenty of great opportunities for us all to meet in person. Everyone has a really strong understanding and passion for our work and what we're here to achieve, and it's fantastic to be a part of that."

- Anna, Digital Marketing Manager



Benefits



Interest-free season ticket loan

Allowing staff to spread the cost of annual public travel to and from the office over a set period of time.



Childcare vouchers

Available to those already on the childcare voucher scheme.



Buddy system

All new starters are allocated a buddy to help welcome them into the charity and support them in settling in.



Hybrid working

Our hybrid working policy means staff may usually work from their home or remote location, and are expected to attend meetings and pay for their own travel to the office in Angel, London when required.



Social committee

Target Ovarian Cancer's social committee organises fun social events creating a sense of togetherness and wellbeing among our valued staff.



Flexible working

Our standard full-time working week is 35 hours. We make every effort to support flexible working requests where possible (we respect people's different working preferences and the need for a healthy work-life balance).



How to apply

To apply, please submit a CV and cover letter to jobs@targetovariancancer.org.uk.

Please also complete this [equalities monitoring form](#) and send to equalities@targetovariancancer.org.uk.

Please submit your application by 23:59 on 21 April 2024.

For further information, please visit our website: www.targetovariancancer.org.uk/jobs

Target Ovarian Cancer is a company limited by guarantee, registered in England and Wales (No. 6619981). Registered office: 30 Angel Gate, London, EC1V 2PT. Registered charity numbers 1125038 (England and Wales) and SC042920 (Scotland).

Find out more



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