

## Details

<b>Job title:</b>	Health Initiatives & Services Intern
<b>Reporting to:</b>	Head of Health Initiatives and Services
<b>Location:</b>	Yorkshire Cancer Research Head Office, Harrogate, North Yorkshire
<b>Contract type:</b>	12 months (Year in Industry Placement), 37 hours per week

## Overall purpose of the role

The Health Initiatives & Services Intern will provide support to the Health Initiatives & Services team in order to support the successful delivery of a growing portfolio of Yorkshire Cancer Research funded health initiatives and services covering the areas of cancer screening and early diagnosis, physical activity and smoking cessation.

The successful applicant should have an interest in health and cancer, an understanding of the NHS and Public Health, have excellent written communication skills, and be able to work on their own as well as in a team.

## Key responsibilities

- Undertake a service mapping exercise across Yorkshire to identify where cancer services are taking place and where there are gaps in provision.
- Undertake a review of cancer plans (including CCGs, Cancer Alliance's, Public Health) for our priority areas and map what plans are in place, noting gaps and variation across regional areas.
- Support the Health Initiatives & Services team to identify new areas and opportunities where we might need to work and establish new health initiatives and services.
- Identify who the key stakeholders and health groups/networks are across Yorkshire for our priority areas and map these across the Yorkshire region.
- Assist the Health Initiatives & Services team with the ongoing project management of our health initiatives and services, including; meeting management, partner communications, marketing and communications, monitoring and evaluation, admin and budgeting.
- Support the Health Initiatives & Services team with organising external meetings/workshops with our funded partners, patients and stakeholders.

## Other responsibilities

- Support the wider Research and Services team, including our Data Insight and Research team.
- To undertake additional or other duties outside the key responsibilities as the charity may reasonably require.

## Qualifications

- Currently a second-year student undertaking a degree in a relevant subject such as a science or health/medical related degree, with the option to complete a Year in Industry placement.

### **Knowledge and experience**

- An awareness of the key issues within health and cancer services, including issues around design, delivery, and evaluation.
- An awareness of the types of organisations that deliver health and cancer services.
- Experience of interpreting and presenting information, including data.
- Experience of defining and achieving clear objectives.
- Experience of organising meetings/workshops is desirable, but not essential.
- An understanding of the health information environment and knowledge of cancer data sources and is desirable, but not essential.
- Experience of working in or with the charity sector is desirable, but not essential.
- Commitment to the values and strategic direction of Yorkshire Cancer Research.

### **Skills and abilities**

- Excellent communication skills with internal and external stakeholders.
- Able to interpreting and present written data both verbally and in a report format.
- Able to work autonomously and as part of a team.
- Excellent organisational and time management skills with the ability to prioritise work, handle conflicting demands and meet tight deadlines.
- Able to work autonomously and as part of a team, using own initiative and being proactive. Able to build effective relationships across the organisation.
- Strong IT skills including MS Office (Word, Excel, Outlook, PowerPoint)
- Excellent attention to detail and highly accurate when working with large data sets.
- Motivated to succeed.

### **Values and behaviours**

- Passionate about the values of Yorkshire Cancer Research (see 'Our Values' included in this pack).
- A dedicated and respected team player creating effective working relationships with others.
- Comfortable with challenging and changing environments and demonstrates resilience.
- A relentless commitment to continuous improvement.
- A passion for excellence.

### **Other requirements**

- Proof of your eligibility to work in the UK.
- Professional qualification check and DBS check (to be undertaken once role is offered and accepted).

## Our Values

Values	Behaviours to be demonstrated
<b>DELIVER IMPACT</b>	<p><b>Drive for results:</b></p> <p>Searches out target audience intelligence to inform decisions, taking time to understand target audience requirements and insights.</p> <p>Thinks analytically about Key Performance Indicators (KPIs) and how to achieve them.</p> <p>Appropriately delegates responsibility to team members to deliver against goals and KPIs and supports them to achieve their targets.</p>
	<p><b>Efficiency:</b></p> <p>Understands the availability of resources, making and following plans to leverage these for best effect.</p> <p>Sets timescales and pushes to make things happen quickly and efficiently.</p>
<b>HAVE INTEGRITY</b>	<p><b>Honesty and respect:</b></p> <p>Earns the trust and respect of line reports, colleagues and business contacts by being reliable and professional at all times.</p> <p>Represents Yorkshire Cancer Research values and behaviours through all contact with potential and existing suppliers.</p>
	<p><b>Courage and conviction:</b></p> <p>Is decisive in establishing clear priorities for self and team.</p> <p>Tough and resilient when dealing with change.</p>
<b>CHAMPION EXPERTISE</b>	<p><b>Continuous improvement and innovation:</b></p> <p>Uses data and facts – rather than anecdotes - to influence decision-making.</p> <p>Takes the initiative in identifying and embracing the opportunity for improvement and puts this firmly on the Yorkshire Cancer Research agenda.</p>
	<p><b>Governance / control:</b></p> <p>Contributes to the development of new processes and ways of working that address/meet relevant governance and control requirements.</p> <p>Follows the Charity’s ethical code of conduct and ensures suppliers do too.</p>
<b>ONE TEAM</b>	<p><b>Collaborative:</b></p> <p>Collaborates cross-functionally to facilitate high levels of organisational alignment.</p>

	Develops and maintains a network of contacts outside and across Yorkshire Cancer Research.
	<p><b>Leadership:</b></p> <p>Is a role model for Yorkshire Cancer Research values.</p> <p>Builds an effective, collaborative team.</p> <p>Provides clear, consistent messages about the direction of Yorkshire Cancer Research.</p> <p>Identifies and addresses team member's development needs.</p> <p>Actively supports change.</p> <p>Encourages and allows people to take responsibility and exercise initiative.</p>