

CASTLEFIELD RECRUITMENT



# Manager

## Candidate Pack

January 2026

# Working at Yorkshire Cancer Community

Yorkshire Cancer Community is a well-established regional charity supporting people affected by cancer across Yorkshire, delivering practical help, emotional support, and community-based services to thousands of individuals and families each year.

This Manager role is an exciting and rewarding opportunity to lead meaningful work, shape services, and make a tangible difference to the lives of people affected by cancer across our communities.

Yorkshire Cancer Community is a very small, registered charity with a very wide remit, working in an ever-changing environment. This means that staff and the Board of Trustees need to be able to respond quickly to both internal and external opportunities and changes in working practices, sometimes in a short timescale.

Staff members working at Yorkshire Cancer Community have many

opportunities to develop their skills and experience and to prioritise and manage their own workload on a day-to-day basis. We are therefore looking for people who enjoy a 'can-do' approach and can find ways and means to undertake work when solutions may not always be initially obvious, and people who relish a busy, collaborative working atmosphere.

Currently we have three employees: Manager, Administrator and Patient View Coordinator who are all home based. The Manager reflects the supervisory responsibilities of overseeing two other members of staff, will also be home based.

It is expected the postholder will have access to their own vehicle and a clean driving licence to be able to travel within the West Yorkshire and Harrogate area, and more occasionally in other areas of Yorkshire.

The post of Manager will be responsible to a named trustee from the Board of Trustees.



# Message From Jill

*“Working as the Manager of Yorkshire Cancer Community is more than a role — it’s a privilege. This is a truly special organisation where no two days are ever the same, and where you’re surrounded by wonderful colleagues, Trustees, and volunteers who care deeply about making life better for people affected by cancer.*

*Being part of this charity feels like joining a warm, supportive family united by a shared mission. People are incredibly generous with their time, talents, and compassion. It’s the kind of place that gets under your skin in the best possible way — you find yourself wanting to give your very best because the work is so meaningful, and the rewards go far beyond a wage.*

*Yorkshire Cancer Community is a rare and uplifting environment, full of heart, purpose, and humanity. Anyone who joins will quickly understand why it’s such a joy and an honour to be part of it.”*

**Jill Long - Manager**



# About Yorkshire Cancer Community

Yorkshire Cancer Community was established in October 2019 as a registered charity to provide a central information hub for anyone impacted by cancer who may be seeking support and advice during that very challenging period at the time of diagnosis, throughout treatment and when they want to move forward beyond cancer.

This independent charity represents anyone affected by cancer, whether a patient, carer or healthcare professional, to determine how the voice of cancer patients regarding their experiences and concerns could be heard and shared more effectively and used to influence the provision of cancer services in Yorkshire and the Humber.

Our routes to support people are many and various. There is a website which provides a wealth of information about where to seek advice and support, social media platforms which highlight key topics to read and share, email and telephone contact, a monthly newsletter and of course, when possible, face to face contact at awareness and fundraising events.

One of the key objectives is to undertake specific projects which fulfil their charitable objectives and **Cancer SMART** is currently a significant focus for our work. This is a collaboration with West Yorkshire and Harrogate Cancer Alliance as part of their strategic objective to raise the awareness and importance of early diagnosis and prevention of cancer.

A second project is **Patient VIEW** - a community panel of patients, carers and people who work in cancer services which has met together since its formation in 2018. They employ a coordinator to host and facilitate this panel, recruiting new members to keep the panel refreshed and relevant.

The panel is administered on behalf of the West Yorkshire and Harrogate Cancer Alliance. The Cancer Alliance is routinely required to consider how they are engaging with and involving people and communities across their geographic footprint; ensuring that services are designed with the voice of local people – both those affected by cancer and others – at the heart.



# About the Role

## Purpose

The Manager leads the day-to-day running and strategic development of Yorkshire Cancer Community (YCC). This part-time role focuses on:

- Managing and supporting staff
- Developing partnerships and representing YCC externally
- Strengthening governance and supporting the Board of Trustees
- Identifying and securing funding opportunities
- Overseeing core communications and engagement activity
- Overseeing operational delivery of the Cancer SMART project and maintaining positive strategic relationships with the Cancer Alliance is essential.

## Key Responsibilities

### Leadership and Governance

- Support the Board of Trustees, including preparing meeting papers and contributing to business and funding planning.
- Ensure good governance, reporting and compliance.
- Recruiting new trustees

### Staff Management

- Line manage the Administrator and Patient View Coordinator.
- Provide supervision, guidance and development opportunities.
- Oversee workloads and ensure smooth delivery of core functions.

### Communications & Engagement

- Oversee YCC's communications, including the monthly newsletter, website, social media (with a freelance consultant), and online networks.
- Respond to enquiries from patients, carers, researchers and stakeholders.
- Support processes for patient participation requests from researchers.

### Partnership Development

- Build and maintain relationships with charities, community organisations, health partners and networks.
- Represent YCC at meetings and events across the region.
- Identify opportunities for collaborative working

# About the Role

## Funding & Sustainability

- Identify funding opportunities and contribute to funding proposals and reporting.
- Support longer-term sustainability planning with the Board of Trustees.

## Relationship with West Yorkshire & Harrogate Cancer Alliance

- Maintain constructive communication and respond to information/support requests.
- Oversee (but not deliver) the production of the Cancer SMART and Patient View annual reviews.
- Support review of grant agreements and associated policies.

## Other Requirements

- Willingness to work flexibly and travel across Yorkshire (TOIL system in place).
- Commitment to equality, diversity and inclusion.
- Legally entitled to work in the UK.
- Participation in training, development and appraisal.
- Any other reasonable duties aligned with the purpose of the role.



# Personal Specification

| Qualifications and Experience   | Essential | Desirable |
|---|-----------|-----------|
| Experience of working with voluntary and community, social enterprise sector (VCSE) Education to degree level or equivalent – communication/marketing/journalism or similar | X         |           |
| Education to degree level or equivalent – communication/marketing/journalism or similar   |           | X         |
| Experience of line management of staff  |           | X         |
| Experience of recruitment, support and retention of volunteers  |           | X         |
| Experience of working with diverse groups of people   | X         |           |
| Experience of charity fundraising   |           | X         |
| <b>Knowledge and Understanding</b>  |           |           |
| Understanding of the voluntary sector   | X         |           |
| Understanding of how the NHS works and the key issues facing health and social care, including cancer services.   |           | X         |
| <b>Skills and competences</b>   |           |           |
| Excellent communication and interpersonal skills – the ability to form and maintain good working relationships and relate to a wide range of people                         | X         |           |
| Writing skills to present information in a variety of different formats for various audiences including the general public  | X         |           |
| Accuracy, attention to detail and proofreading skills   | X         |           |
| Skilled in use of Microsoft Office programmes and the internet  | X         |           |
| Organisational skills – able to prioritise work to meet deadlines and able to manage time effectively   | X         |           |
| A full driving licence and regular access to a vehicle  |           | X         |

# Personal Specification

| Attitude/approach   |   |  |
|---|---|--|
| A positive 'can do' approach  | X |  |
| A proactive and creative approach with the ability to generate new ideas and carry them forward | X |  |
| A commitment to equality, diversity and inclusion   | X |  |
| An understanding of the importance of confidentiality   | X |  |
| A willingness to learn new skills   | X |  |
| A willingness to travel across Yorkshire and the Humber   | X |  |

# Benefits & Timescales



**£32,000 – £36,000** pro rata



**25 – 35 hours** per week



**3 year fixed-term** contract



**Flexible hybrid** working

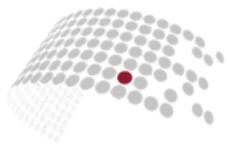


**5% employer salary contribution** to a stakeholder pension scheme & 4% employee contribution



**25 days annual leave** plus bank holidays and three days between Christmas and New Year

|                          |   |
|--------------------------|---|
| <b>Closing date</b>      | 25 <sup>th</sup> January 2026                 |
| <b>Shortlisting date</b> | 28 <sup>th</sup> January 2026                 |
| <b>Interviews</b>        | Week commencing 2 <sup>nd</sup> February 2026 |



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# Get in Touch

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