

## **Community Engagement Officer / Swyddog Ymgysylltu Cymunedol**

**Salary:** £26,000

**Working Hours:** 35 hours per week with flexible working. Due to the nature of our community engagement work we sometimes work at weekends or evenings so there may need to be flexibility around our typical operating hours.

**12 month funded role with a possibility to be extended dependent upon further funding**

**Place of work:** Home / Head Office based with regular travel into communities across South Wales to places such as Bridgend, Cardiff, Swansea and Newport. As the role requires regular flexibility to travel and meet the needs of the role its preferable candidates be based within the South Wales area.

**How to apply:** Please email a CV & Cover Letter by midnight on 8<sup>th</sup> September, 2025 stating how your experience matches the person specification along with your motivation behind your application to [people@tenovuscancercare.org.uk](mailto:people@tenovuscancercare.org.uk)

In person Interviews to take place at our Cardiff City Centre Head Office, September 16<sup>th</sup>

The successful candidate will be required to undertake an enhanced DBS check as part of our recruitment procedures

### **The Community Engagement Officer job**

Travelling across your area you'll build links to deliver our community engagement team's strategy. It's so local people know about the Tenovus Cancer Care support they can access when they need US right where they live when they need US most.

You won't be doing this alone either. You'll be supported by a Wales based team as we deliver our community engagement work into more places. With the help of your colleagues and local volunteers we want to make positive changes when it comes to people affected by cancer, so you'll be part of making a huge difference in Welsh communities.

In this Community Engagement Officer job you can expect to be doing things like:

- Delivering engaging community talks
- Recruiting & supervising volunteers in your area
- Making links with diverse groups of people and building connections
- Building great long-lasting partnerships with other organisations and making referrals
- Promoting awareness in communities
- Capturing and reporting on the all-important data to keep track of progress

To do well in this Community Engagement Officer role you'll be able to:

- Show how you go about making connections and building relationships and engage inclusively with community groups
- Lead, manage and inspire others and work in a way that demonstrates our values such as being collaborative and supportive
- Present confidently to a mixture of groups and help others to be heard and listened to

- Keep on top of things when it comes to deadlines, accuracy and delivering quality work on the computer, through your data and in person

This is an important job giving hope to people in Welsh communities. So, if you could join us and make a difference at Tenovus Cancer Care we can't wait to hear from you!

### **Your Staff Benefits**

In return you'll be part of a people orientated culture, make impact through a worthwhile cause and have Staff Benefits such as:

- A 35 hour full time working week with a generous 35 days annual leave including public holidays that increases with length of service (pro rata'd for part time staff)
- Your birthday off work once you've been here for 12 months.
- Opportunity to buy up to 10 days of additional annual leave per year
- Occupational sick pay after completion of probationary period
- Contributory pension scheme
- A tailored induction and support programme to help you succeed and excel
- An Employee Assistance Programme (EAP) offering access to 24/7 confidential advice and support
- The opportunity to participate in staff / volunteer activities to support the wider organisation
- The opportunity to learn from, grow with, support and develop people who volunteer with US
- We have core hours 11am-3pm and operate 7am-9pm to give greater lifestyle flexibility

### **About us**

Around 20,000 people are diagnosed with cancer in Wales every year. We're proud to support over 10% of those and we want to be there many more.

We give help, hope, and a voice to everyone affected by cancer. We understand how cancer can impact every aspect of life and how it affects families and friends too. Our wide range of services offer information, advice, and specialist support to people living with cancer, and their loved ones.

We're committed to listening to the real experiences of people affected by cancer in Wales to drive the changes that make a difference.

### **More about US**

At Tenovus Cancer Care we're committed to making our workplace diverse and inclusive where everyone feels they belong and can be their authentic selves at work. We're proud to be an equal opportunities employer who does not discriminate based on the Equality Act 2010's Protected Characteristics. All qualified applicants will receive equal consideration for employment and we will adjust our recruitment processes where we can to support people who wish to join us.

When our people talk about working here they're proud to reflect our values. They'll use words such as friendly, fun and welcoming to describe their experience and love our work culture around job flexibility. As well as it being a nice place to work for a good cause the staff benefits are good. On top of the above we've got a stylish Head Office in the heart of Cardiff and things to support you in and out of work like an interactive induction programme, an accessible Learning Platform, development opportunities and experienced managers. We also have a Staff Social Committee who organise regular get togethers!

## Your Personal Data

We're committed to being transparent about how we collect and use that data and to meeting our data protection obligations and you can find full details about this in our Job Application Privacy Notice here on our Work for us page on the Tenovus Cancer website.

Should you have any queries regarding the use of your personal data, please contact [people@tenovuscancercare.org.uk](mailto:people@tenovuscancercare.org.uk)

