

JOB SPECIFICATION FOR:	COMMUNITY ENGAGEMENT PROJECT OFFICER (Public Health Partnership – Fixed Term Project)
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The Community Engagement Officer will play a key role in delivering a twelve-month public health partnership project between Macmillan Jersey and Public Health Jersey. Working collaboratively with both organisations, the postholder will lead the development and delivery of community engagement activities that support the prevention and early detection of skin cancer across Jersey.

This is a hands-on, delivery-focused role responsible for building partnerships, engaging schools, employers, community organisations and local stakeholders, and coordinating initiatives that encourage positive behaviour change and increase participation in evidence-based skin cancer prevention programmes.

A key objective of the role is to establish strong foundations that ensure the project's impact continues beyond the twelve-month contract. The postholder will recruit, train and support a team of Macmillan Jersey volunteers who will become Community Sun Safety Champions, equipping them to maintain relationships with community partners, continue engagement activities and support the long-term sustainability of the programme after the project has been completed.

Job Description

Position Title: Community Engagement Project Officer

Reporting to: Chief Executive Officer, Macmillan Jersey

Contract: Fixed Term – 12 months

Hours per week: 20 hours

Location: Macmillan Jersey, with community-based working across Jersey in partnership with Public Health Jersey.

Key Responsibilities

1. Community Engagement

- Build and maintain positive relationships with schools, nurseries, community organisations, employers and voluntary groups across Jersey.
- Engage community groups whose members spend significant time outdoors, including youth organisations, sports clubs and outdoor activity groups.
- Promote participation in agreed skin cancer prevention initiatives and encourage ongoing engagement.

- Represent Macmillan Jersey and Public Health Jersey at meetings, events and community engagement activities.

2. Schools and Education Engagement

- Coordinate engagement with primary schools to encourage participation in the SKCIN Sun Safe Schools accreditation programme.
- Support nurseries to participate in the Sun Safe Nurseries initiative.
- Encourage secondary schools to participate in the SKCIN secondary schools pilot programme (when ready to launch).
- Develop relationships with education providers and provide ongoing support throughout the project.

3. Partnership Development

- Develop relationships with employers, particularly organisations employing outdoor workers.
- Work alongside Health and Safety stakeholders to promote good sun protection practices in the workplace.
- Identify opportunities for partnership working with local businesses and organisations.
- Support the development of initiatives such as sunscreen dispenser schemes and other community-based prevention projects.

4. Campaign Delivery

- Support the planning and delivery of public awareness campaigns promoting sun safety and skin cancer prevention.
- Coordinate local engagement activities that support campaign objectives.
- Ensure campaign resources reach priority audiences through community networks and partner organisations.

5. Training and Professional Engagement

- Promote skin cancer awareness training opportunities to beauty professionals and other appropriate close-contact professionals.
- Support recruitment and coordination of participants for training programmes.
- Build relationships with relevant professional networks and education providers where appropriate.

6. Monitoring and Reporting

- Maintain accurate records of engagement activity, stakeholder contacts and project outcomes.
- Monitor progress against agreed objectives and performance measures.
- Collect feedback from participating organisations and partners.
- Produce regular progress reports and contribute to the final evaluation of the project.

7. Professional Development

- Maintain an up-to-date understanding of public health priorities relating to skin cancer prevention.
- Attend relevant training and partnership meetings.
- Contribute positively to the wider work of Macmillan Jersey and Public Health Jersey.
- Work with partnered charity SKCIN to have up to date training.

8. Volunteer Development and Sustainability

- Develop a sustainable volunteer model to support the continuation of the project beyond the fixed-term contract.
- Recruit, train and support a team of Macmillan Jersey volunteers to become Community Sun Safety Champions.
- Develop volunteer role descriptions, induction materials and simple guidance to enable volunteers to confidently represent Macmillan Jersey within the community.
- Establish strong relationships between volunteers and schools, community groups, employers and partner organisations to ensure ongoing engagement following the completion of the project.
- Work alongside Macmillan Jersey staff to ensure volunteers are appropriately supported, recognised and integrated into the organisation.
- Produce a handover and sustainability plan, including stakeholder contacts, resources and recommendations, to enable volunteers to maintain and develop the relationships established during the project.

Qualifications and Skills

Qualifications

- Educated to A-Level standard or equivalent (essential).
- Qualification in community development, public health, health promotion, communications or a related field is desirable but not necessary.

Experience

- Experience in community engagement, partnership working or project delivery.
- Experience working with community organisations, education providers or voluntary sector partners.
- Experience organising engagement activities or awareness campaigns.
- Knowledge of the third sector.
- Experience of working independently and within a small team.

Skills

- Excellent communication and interpersonal skills.
- Ability to build effective relationships with a wide range of stakeholders.
- Strong organisational and project coordination skills.
- Ability to prioritise workload and manage multiple activities.
- Competent using Microsoft Office applications.
- Strong written communication and reporting skills.
- Self-motivated, proactive and able to work independently.
- Full driving licence and access to transport is desirable.

This role is ideal for someone who enjoys working directly with communities, is passionate about improving public health, and thrives in a practical, delivery-focused role. The successful candidate will make a significant contribution to raising awareness of skin cancer prevention and strengthening partnerships that improve health outcomes across Jersey.

Salary: £23,000 for 12 month contract, based on 20 hours per week.

To apply or for more information, please send your CV with a covering letter to sunsafer@macmillanjersey.com