

APPLYING FOR A MACMILLAN POST

WE ARE
MACMILLAN.
CANCER SUPPORT

Macmillan supports a network of over 8000 Macmillan health and social care roles. We also directly employ a range of experts within our Macmillan Support Line.

Although most Macmillan health and social care roles are not directly employed by us we see them as much a part of Macmillan as any directly employed staff member. We value and support these professionals, so they can build upon their skills and deliver the best care possible to people affected by cancer. This applies if the post is in the NHS, Local Authority, another charity or an organisation Macmillan partners with.

What can you expect from Macmillan?

If you become a Macmillan post holder, you will still be employed by the organisation that is advertising the post. If the post or service has a Macmillan title, the organisation has a partnership agreement with us. This is due to the post or service being funded or adopted at some point by Macmillan and means we can offer you the following:

Opportunities

You can take advantage of:

- The Macmillan induction programme
- Learning and development events
- Networking events
- Grants for your learning and development (within our criterion) – individual and group
- Free coaching service
- Access to free materials and branded merchandise to help you promote yourself and your service
- Involvement with Macmillan's wider influencing activity
- Digital learning and information resources
- Access to funding for service development through case of need

- Macmillan's regular e-bulletins and free professional journal Mac Voice – including updates about our work and projects that may interest you
- Grants for people affected by cancer who you support
- Access to free information, toolkits and resources to support you in your role, as well as quality information for people affected by cancer
- Information about the ways people affected by cancer can get involved with Macmillan.

Support

You can expect Macmillan to:

- Facilitate professional networks
- Encourage and listen to your feedback and be open to change and new ideas
- Provide free information and guidance
- Provide accessible, responsive Macmillan representatives when you need them
- Provide support for service improvement and problem solving
- Facilitate and mediate in your work challenges (where appropriate and in discussion with your employer)
- Provide strategic and expert knowledge in cancer services provision
- Offer support to deliver case-of-need outcomes and improve cancer services
- Be an unbiased 'critical friend'
- Influence cancer service development
- Understand the local complex environment, multiple agencies and constraints
- Provide insight from wider cancer services and a broad overview of the needs of people affected by cancer.

What do we expect of you in a Macmillan post?

Along with the opportunities and support we offer, there are also a number of basic and discretionary expectations and requirements of each Macmillan role:

Core professional requirements

- Deliver the best quality care, working effectively in teams/partnerships
- Ensure you and your service are up to date
- Work to continually improve and innovate within your service
- Promote the service to those who access or refer to it
- Involve service users as partners in care and service delivery.

Specific requirements for the Macmillan part of your role

- Make clear to people, who you are delivering a service to, that you are a Macmillan professional (at the most appropriate point in your clinical / professional interaction)
- Be aware of Macmillan's strategy and aims – from Macmillan's induction programme, and other learning and development activities and newsletters
- Refer people to Macmillan's direct services if you think they would benefit from them
- Refer anyone wanting to make a donation to Macmillan to our Fundraising team. You must not set up any funds or appeals, or open or hold any bank account to receive money donated or raised with a name that includes the word 'Macmillan'

- Refer anyone wanting to volunteer for Macmillan to our Volunteering team
- Refer anyone wanting to campaign for Macmillan to our Campaigns team
- Refer anyone wanting to develop a support group or get involved as a Cancer Voice to your regional Macmillan involvement coordinator
- Inform Macmillan of any factors which will have an adverse effect on the delivery of or complaint against your service
- Inform Macmillan of any extended period of absence (your organisation can do this on your behalf)
- Undertake Macmillan induction events and any other relevant Macmillan learning and development activity. This should be in line with the contract Macmillan has with your employing organisation
- Submit annual reports to Macmillan with minimum data requirements (to be agreed with your Macmillan representative)
- Take part in Macmillan review of service processes (dependant on the needs of your service)
- Represent Macmillan in a positive way, publicly
- Ensure you do not bring Macmillan's name into disrepute.

Discretionary effort

Professionally

- Contribute to Macmillan's policy, research and strategy development, and take part in consultations
- Publish good practice and share this with Macmillan
- Take part in networking and learning and development opportunities
- Promote Macmillan and our services through media and other communications work
- Promote Macmillan's fundraising activities and speak to supporter audiences about events – such as The World's Biggest Coffee Morning
- Help on Macmillan's mobile information units when they're in your area.

Personally

- Support, organise and participate in fundraising events
- Ask local businesses to support Macmillan
- Volunteer in local community volunteering projects
- Become an e-campaigner
- Ask family and friends to get involved in Macmillan's work.

What is your employer's responsibility?

- Ensure you attend the Macmillan induction program and fulfill the expectations set out within our terms of agreement
- Allow access to Macmillan representatives to support you in your role
- Day-to-day management support for your role
- Statutory or employer mandatory training
- Employer induction and learning and development required to fulfill your core role requirements
- Basic legal responsibilities as an employer
- Clinical/general supervision
- Provision of equipment and facilities to undertake your role
- Resolution of issues relating to your employment.