



CoppaFeel!

Health Information Manager Job Description

July 2022

Job Title:	Health Information Manager
Salary:	£33,000 per annum
Hours of work:	37.5 hours per week / Full time. (Some evening and weekend work may be required)
Term:	Permanent
Probation:	3 months
Period of notice:	2 months
Location:	Based at Boob HQ in London (with hybrid working)
Start date:	September 2022

About the role

The Health Information Manager role is responsible for ensuring all health information produced at CoppaFeel! Is high-quality, accessible, impactful and trusted. They will play a key role in ensuring this information is also reaching the intended audience and specifically lead on engaging clinicians with our information and resources in the healthcare space. This position will work closely with the Director of Education and Health Comms to ensure consistency and quality across the health information production process. This role will also be responsible for leading on the production of new information, ensuring CoppaFeel! achieves, maintains and adheres to the Patient Information Forum Tick Accreditation.

About CoppaFeel!

CoppaFeel! exists to educate and remind every young person in the UK that checking their boobs isn't only fun, it could save their life. We are the first breast cancer charity in the UK to specifically focus on the needs of young people, aiming to help them develop new, sustainable, and healthy behaviours that could one day save their life.

We are a small team with a big voice. We were founded out of a need to correct the disadvantage that young people experience when they are not represented in or cannot see themselves reflected in the work of other organisations working in this space. That means that many young people are diagnosed late, or die from this disease. Our team is driven to change this.

CoppaFeel! is about more than discovering a cancer diagnosis. It's about empowering everyone to be proactive about their health and body, as well as their outlook on life. It's about knowing your boobs; knowing that if you do find something, you know what to do and if found early, you have many options. Put simply, breast cancer does not need to be detected late, and as long as we are here and continue to be supported by people like you, we will do all we can do to make sure that this doesn't continue to happen.

Position in Organisation

- Reports into Director of Education and Health Comms
- Part of the Education Team

Duties and Responsibilities

- Lead on and manage projects to review, revise and develop health information at CoppaFeel!, within the information portfolio.
- Create new health information, which is user-led, evidence based and accessible.
- Work closely with the Director of Education and Health Comms to review and develop the information portfolio in line with the young people we serve.
- Work closely with the Director of Education and Health Comms to gain further insights from our audience to develop our Information portfolio.
- Oversee, maintain and improve CoppaFeel!'s information production process, which is accredited by the Patient Information Forum, ensuring we fulfill our requirements.
- Oversee and develop the involvement of users in our information production process.

- Establish relationships with key clinicians and expert stakeholders to improve and guide our information production.
- Manage the day to day running of CoppaFeel!'s Medical Advisory Group, assisting with preparing for meetings and working with the Director of Education and Health Comms to review and evolve the group as necessary.
- Work closely with the Head of Education and Director of Education and Health Comms to set the strategy for CoppaFeel!'s work in the healthcare space.
- Lead on and carry out engagement and training for key clinicians to promote the use of our health information in the healthcare space.
- Lead on establishing new avenues for engagement within the healthcare space.
- Hold responsibility for the evaluation of our health information to ensure it is meeting its purpose.
- Work collaboratively with colleagues and external organisations where necessary to contribute to the production of other resources, ensuring the quality of any health information is maintained and our information production process is followed.
- Actively contribute to the implementation of the EDI strategy where it concerns health information and provide relevant recommendations for any further improvements to assist with any future EDI strategy development.
- Work closely with the marketing team and education team to ensure all information and resources are kept up to date, accurate and accessible.
- Hold responsibility for the consistency and accuracy of CoppaFeel!'s health information.
- Champion CoppaFeel!'s role as a provider of quality breast cancer information in the public health space.
- Provide training both internally and externally on CoppaFeel!'s health information.
- Represent CoppaFeel! In the media where appropriate to disseminate our health information.

General Duties and Responsibilities of CoppaFeel! Staff

- To work cooperatively and effectively with colleagues to ensure CoppaFeel! achieves its annual plan and longer term strategy.
- Update database with relevant contacts and ensure it adheres to data regulations.

- To assist in identifying and highlighting key external trends which are relevant to the Charity's operation and provide relevant advice.
 - To participate, as appropriate, in staff forums and meetings.
 - To adhere to CoppaFeel!'s Policies and Procedures.
 - To be flexible with working hours and be willing to work weekend hours where appropriate (i.e. events and conferences) where time off in lieu will be rewarded.
 - To carry out other tasks as required by the CEO/Director of Education and Health Comms occasionally.
 - To ensure inclusivity and diversity within our volunteering practices and community.
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Skills, Knowledge and Personal Attributes

Essential

- Experience of writing health information using plain english and applying health literacy best practice in all formats
- Ability to gain an in-depth understanding of medical and health related information and translate this into accessible messaging for various audiences
- Experience of developing and implementing an information production process
- Experience of planning and delivering engagement activities and training for clinicians
- Project management experience - demonstrable ability to successfully manage multiple projects to deadlines
- Excellent communication skills both written and verbal
- Strong understanding and experience of monitoring, evaluation and continuous improvement relating to delivering services
- Demonstrable ability to build and maintain relationships with key stakeholders, especially clinicians
- Strong organisational skills and ability to manage competing priorities
- Ability to work flexibly across the organisation with different teams
- Ability to work independently and be self-motivated
- Valid driving licence

Desirable

- Successful track record of writing and launching new health information
 - Experience of working with users to develop and improve information
 - Experience of working with clinicians to review and develop information
 - Knowledge of best practice relating to health literacy
 - Knowledge of the NHS and in particular the primary care setting and breast cancer services
 - Experience of using a database
 - Experience of line management
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Main Benefits, Terms and Conditions

Annual Leave:	22 days (plus public holidays, your birthday and Kris' cancer anniversary)
Notice Period:	2 months
Benefits:	Active fund, Employee Assistance Scheme, Self Space Membership
Expenses:	Travel and food during events will be reimbursed

How to Apply

Please complete the application form on our website, submitting your CV and a covering letter detailing why you are applying for this role.

Applications will close on **Monday 15th August 2022 at 9am**, with interviews taking place **w/c 22nd August**. Please let us know if you have any accessibility requirements or need any adjustments for the interview.

Equality, Diversity and Inclusivity Statement

At CoppaFeel! we support a diverse range of communities and we understand that effective recruitment is central and crucial to meeting the needs of our beneficiaries. We particularly welcome applications from people identifying with a minority ethnic background, LGBTQ+ candidates, candidates with disabilities, and from men, because we would like to increase the representation of these groups within the charity. We promote equality, diversity and inclusion in our workplace and make recruitment decisions by matching the charity's needs with the skills and experience of candidates, irrespective of age, disability (including hidden disabilities), gender, gender identity or

gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, or sexual orientation. We recognise the value in encouraging a diverse range of perspectives, skills, experience and knowledge at the charity.

GDPR Statement

We will always endeavour to keep any personal information you share with us safe. We are committed to using your personal information in accordance with applicable laws – and only using your personal information where you would reasonably expect us to. For more information on how we look after your information please see our privacy policy. This policy allows you to understand how and why and where we may collect and use your personal information.