

## Macmillan Project Manager

### Green Lane Masjid & Community Centre

---

**CONTRACT TYPE:** Fixed (15 months, 37.5 hours per week)

**REPORTS TO:** Welfare Manager

**DIRECT REPORTS:** 4

**SALARY:** £31, 000

**LOCATION:** Green Lane Masjid and Community Centre

#### **BACKGROUND TO GLMCC:**

*Green Lane Masjid and Community Centre is a leading UK mosque situated in the heart of Birmingham serving the community since 1979. Operating from its award-winning grade II listed Victorian building, GLMCC fulfils its mission of inspiring, educating and serving through its educational college, outreach work, welfare services, youth work, international humanitarian wing, as well as its fully functional mosque which is attended by thousands every week.*

#### **1. PURPOSE OF THE ROLE:**

- Green Lane Masjid & Community Centre in partnership with Macmillan Cancer support will be providing a three-year project to support Muslims living with cancer in Birmingham. This role will be a vital part in overseeing and managing the project.
- To work with partners to improve the prevention and earlier diagnosis of cancer and health inequalities by engaging with a range of Healthcare Professionals across the cancer pathway to raise the profile of cancer, identify activities to help improve cancer screening uptake and cancer care outcomes.
- This role will support, educate and influence health systems to improve cancer services. The role of the Project Manager will be focus on coordinating the project by managing and supervising other team member, effective communication across levels and liaising with key partners and stake holders in the wider health care system.

#### **2. MAIN RESPONSIBILITIES FOR THE ROLE**

- Build effective relationships with and actively engage with Primary Care Networks/ and public health stakeholders to raise awareness of the importance of cancer prevention, early diagnosis and screening and influence the content of delivery plans
- Communicate effectively with a wide range of people in order to build and sustain effective and positive relationships across public, private, community and voluntary sectors, to develop relationships, and joint working in support of the project
- Develop links and relationships with a wide range of partners from across public, private and third sector organisations, harnessing their commitment and support to help raise awareness of the GLM cancer service
- Information and data collection for project monitoring and evaluation as required by Macmillan and Green Lane Masjid
- Promote and publicise the Macmillan GLM Cancer project in collaboration with partners
- Ensure the project is delivered as required by Macmillan Cancer Support

- Share best practice, tools and resources and encourage partners to adopt quality improvement interventions that promote the prevention and earlier diagnosis agenda
- Develop, plan and co-ordinate learning events to enhance knowledge of and interventions to improve cancer outcomes with a focus on prevention, early diagnosis, screening and addressing health inequalities.
- Work in partnership with primary and secondary care partners to support and promote more effective ways of working across the cancer pathway.
- Keep up to date with Macmillan and GLM policy, evidence and NHS/ public health cancer strategies
- Work flexibly and collaboratively with other partners to support delivery assisting in engagements and developing resources, as required
- Provide monthly progress reports against agreed operational plan and identified performance measures, in addition to other data, intelligence and observations, as required

### **3. PERSON SPECIFICATION (EXPERIENCE, ATTRIBUTES, QUALIFICATIONS)**

The right candidate for this role will have knowledge and experience of the community's needs to provide people living with cancer with accessible, culturally sensitive, empowering and holistic support in the community. This person will be able to use what they know and learn to influence the provision of better services and resources within the healthcare system. The project manager for this project will be committed to the long-term success of the project and help to shape it using own initiative, creativity and ideas.

#### ***Essential Experience:***

- Experience of working within the voluntary and community sector and able to successfully collaborate, influence and build strong relationships with external agencies.
- Experience in line management and supervision
- Experience of monitoring and reporting on significant budgets, KPI's and timescales
- Ability to show empathy and understand the difficulties faced by people affected by cancer.
- Ability to deal with complex and difficult emotional situations.
- Ability to prioritise own workload.
- Ability to ask sensitively about information needs.
- Flexible attitude to working.
- Accurate written communication of information.
- Knowledge of relevant cancer treatments, interventions and terminology.
- Experience planning and delivering training and educational workshops.
- Experience of engagement and stakeholder management
- *Experience of partnering with a range of stakeholders to influence and develop sustainable change*
- Experience of working directly in a health promotion role, adult health and social care, learning support or public health / health improvement

#### ***Essential Skills:***

- GCSE English Language and Mathematics (Grades A-C) or equivalent.
- NVQ4 or NVQ3 plus additional training to diploma level equivalent, or equivalent through short courses.
- Outstanding communication and interpersonal skills
- Managing sensitive information and following GDPR procedures.
- Interpersonal and communication skills.
- Ability to manage workload and remain calm when under pressure.

- Understanding of the wider determinants of health, including social, economic, and environmental factors and their impact on communities, individuals, their families, and carers.
- Good IT Skills especially in creating and manipulating spreadsheets
- Interpersonal and communication skills
- Ability to manage workload and remain calm when under pressure
- Strong ability to make decisions and to work on own initiative
- IT literate and competent in using MS Office packages (Word, Excel, PowerPoint, Outlook, Internet and data entry)
- Ability to deal with complex and difficult emotional situations.
- Acts in a mature manner – both personally and professionally.
- Able to travel to different locations for meetings, training and events.
- Ability to work within a team.
- Understanding of, and commitment to, equality, diversity, and inclusion
- Ability to shape your approach and tailor the use of different tools to different audience's needs, including digital technologies
- Strong organisational skills, including planning, prioritising, time management and record keeping.
- Knowledge of how the NHS works, including primary care and PCNs

***Desirable:***

- Educated to degree level
- Driving licence and access to own car.
- Previous experience of working in a clinical setting
- Able to speak one or more languages
- Demonstrable commitment to professional and personal development
- Willingness to undertake Macmillan learning and development courses.

**BENEFITS:**

- Enjoy 28 days of annual leave, inclusive of public holidays.
- Additional days off for Eid.
- Discounts on GLM educational courses.
- Free Madrasah places for your children.
- Continuous professional development tailored to your role.
- Conducive working religious environment.
- Shariah-compliant pension offered.
- Bright Exchange discounts available.
- Volunteering options for employees.
- Relevant training, as applicable to the role.

**DISCLAIMER:**

This job description is only a summary of the typical functions of the job, it is not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. Due to the nature of the role, the responsibilities, tasks, and duties of the jobholder might differ from those outlined in the job description. Other duties, as assigned, might be part of the job. Ultimately, all post holders at Green Lane Masjid and Community Centre are expected to be working to the best of their abilities seeking the pleasure of Allah (SWT).

Applications for this role will be accepted until **Friday 12<sup>th</sup> December 2025**

**To apply, please email your CV and a covering letter to [HR@greenlanemasjid.org](mailto:HR@greenlanemasjid.org)**