



**RECRUITMENT
INFORMATION
PACK**

WELCOME!



Thank you for your interest in working for Teenage Cancer Trust, the charity that makes sure young people don't face cancer alone. We're a little charity with a big name and an even bigger mission. We're actually a lot smaller than most people think; despite our growth over the past few years our total staff numbers are around 150 people. This means we are small enough to make decisions quickly and seize opportunities when they arise. It makes working for Teenage Cancer Trust exciting, vibrant and dynamic.

We've created this pack to give you a snapshot of what we do, why we do and how we do it. In addition, we thought it would be nice to give you a little insight into what it's like working for us and what current staff have to say about it.

To start with, the majority of our staff (*93%) would recommend Teenage Cancer Trust as a good place to work. We have a strategic plan to achieve our ultimate goal of reaching every young person with cancer. It keeps us on track and focused, and ensures that everyone in the organisation knows they are making a difference every day.

Everyone who works for Teenage Cancer Trust gives their best and we believe in acknowledging personal as well as team achievement and celebrating it. We do this via our system for internal communications and at adhoc 'get togethers' as well as our yearly staff day. That's why so many of our staff (*92%) feel their contribution at work is valued.



We're constantly reviewing and improving our processes because we know that we can't achieve anything without the right people and those people need the right tools, the right support and the right motivation to get the job done.

So, we hope that after reading this pack you'll not only understand why our staff (*98%) say they are proud to work for Teenage Cancer Trust, but you'll want to be one of them.

WORKPLACE STATS

93% would recommend Teenage Cancer Trust as a good place to work

92% feel their contribution at work is valued

98% say they are proud to work for Teenage Cancer Trust

*2016 staff survey

WHO WE ARE AND WHAT WE DO

We make sure young people don't face cancer alone by helping young people and their families deal with the many ways that cancer can affect your body, your mind and your life. We work in partnership with the NHS, in schools and colleges, and by bringing young people together so they can support each other.

What that means day-to-day varies a lot, from giving straightforward answers about treatment or relationships, to delivering specialist nursing care. It can be helping young people with cancer deal with their worries together, explaining complex medical language, empowering young people in schools or helping young people talk to their employers about what's going on. But whatever we do, we're here to make sure young people always have someone to turn to.

Our 28 purpose-built NHS wards (usually called units) across the UK are at the core of our work. They're designed to feel more like a home than a hospital ward. They're comfortable and contemporary, rather than simply clinical. And they bring young people together, because talking to someone who knows what you're going through is a vital way of feeling less alone and more normal.

To ensure young people are treated as a young person first and a cancer patient second, we fund Teenage Cancer Trust expert staff across the UK; this includes Nurses, Youth Support Coordinators and Multi-Disciplinary Team Coordinators. Teenage Cancer Trust expert staff understand what young people with cancer and their families need; they recognise that young people have individual needs that are different to younger children and older adults.

We also publish a range of simple, no-nonsense information resources, many of which you can see on our website at: www.teenagecancertrust.org/get-help

Our services staff are experts in teenage and young adult cancer care and highly experienced in working with young people. They understand the unique care and support young people need to carry on being young people. Our teams of teenage cancer specialists pool knowledge to create a body of expertise and care that's second to none. We also fund courses for medical professionals at all levels to improve clinical knowledge and understanding about the treatment of young people with cancer.



UNITS AND EXPERT STAFF

Life in a Teenage Cancer Trust unit is intended to be as close as possible to a young person's life outside. We involve young people when we plan our units, so you might walk into one and find a game of pool going on, music playing or someone chatting to friends on a webcam.

Being able to talk to people going through exactly what they're going through makes a huge difference. Over the past 25 years Teenage Cancer Trust has built 28 units across the UK that bring young people with cancer together with loads of new friends their own age so they can support each other.

We're expanding our teams of Teenage Cancer Trust Nurses and Multi-Disciplinary Coordinators to work with NHS staff in hospitals where we don't have units, and across whole regions. We're making sure we know about every young person with cancer, so they can choose to have treatment in the most convenient place for them and still receive our expert care.

This is a brand new way of working with the NHS and it works. It's a major step forward that will mean we can offer support to all young people with cancer, wherever they are treated.

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SUPPORT

Our work doesn't end when cancer treatment ends. As young people and their families adjust to whatever the future holds, we're there to offer advice and to bring young people together at events where they can talk through what's on their minds. Whether it's helping young people return to work or school, or giving advice about dealing with long-term side effects, they help young people figure out what normal looks like now. The end of treatment can feel like a shock, no matter how long it's been hoped for, so we help to ease that transition, bringing young people with cancer together to help them share their experiences so they feel less alone and more able to cope. We give young people the opportunity to attend specialist support events, with their peer group. This enables them to meet other young people in a similar situation.

RAISING AWARENESS

As well as being there for young people after diagnosis, we also spread the word about the impact of cancer on young people and raise awareness, transforming cancer education. We provide presentations in schools, which are proven to improve young people's knowledge of cancer warning signs and risk factors. We explain the truth about cancer in young people, so that young people and their families aren't afraid to talk about it or seek help, and GPs, teachers and parents are better prepared to recognise it. We help medical professionals and politicians to understand why young people with cancer need specific support. We also work very closely with schools and colleges where a young person is diagnosed and they would like support with their peer groups.

Alongside these services, our policy and public affairs work influences change at a national level to improve the lives of all young people with cancer and their families wherever they are in the UK. We work with partners in the NHS, across the UK governments and other organisations to inform decisions, develop policy and speak up for young people with cancer.

OUR CHALLENGE

Right now, for every young person we reach, there's another we can't. We don't accept that. Since 1990, we've revolutionised the way that young people with cancer are cared for. Before Teenage Cancer Trust, teenage and young adult cancer care didn't exist as a separate specialism. Today it most definitely does.

However, almost half of young people with cancer are not treated in our units. This is often because Principal Treatment Centres for cancer are a long way from where young people live, or sometimes they're not referred to us. That could mean they're treated either with young children or much older adults in hospitals where there isn't the same level of expertise that we provide. They might also never meet another young person with cancer.

So while our units, and the teams who work on them, are at the core of our work, we need to go further. We need to reach every young person with cancer no matter where they receive their treatment.

We need to offer all young people with cancer the best support from diagnosis, right throughout treatment, and after treatment has ended.

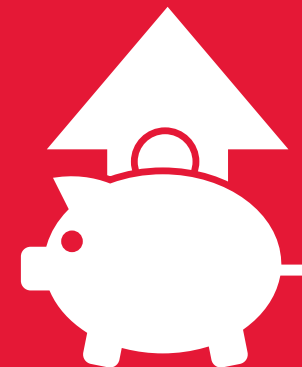
To make that happen, we're building much wider links across NHS networks so we can be there for young people in main cancer hospitals, local hospitals, or even in their homes.

We're also rolling out a new support package that will see us increase the numbers of expert staff we fund to ensure young people have expert nursing support wherever they are. We're making sure we know about every young person with cancer, so they can choose to have treatment in the most convenient place for them and still receive our expert care.

This is a brand new way of working with the NHS and it works. It's a major step forward that will mean we can offer support to all young people with cancer, wherever they are treated.

TO REACH EVERY YOUNG PERSON WITH CANCER IN THE UK, WE ARE:

Raising more money so we can achieve even more



Funding and running our current specialist units



Expanding our Nursing & Support Service across the UK



Helping young people with cancer get the support they need



Helping young people understand more about cancer



Protecting and developing the important specialist work of teenage and young adult cancer care



HOW WE OPERATE



Being able to deliver all these great services and achieving our aim of reaching every young person diagnosed with cancer takes skill, commitment and a lot of money.

We raise funds in a way that is different to lots of charities in that half of our annual income is delivered by the Regional Fundraising team, around a third from our sector-leading Corporate Partnerships team and other income from our Music, Events and Individual Giving activities. In the last financial year (2015-16), we were proud to raise £15 million to help young people facing cancer in the UK.

However, in 2014 something happened which was totally unexpected and was transformative for the charity.



A young man named Stephen Sutton who received his treatment in the charity's units in Birmingham as well as attending many of the charity's peer support events, posted what he thought was his "final Thumbs Up" on Facebook on 22 April 2014.

That post received nearly 500,000 likes and over 76,000 shares as people responded to his incredible positivity and selflessness. To date, combining online, text and postal donations with the Gift Aid total, Stephen's Story has raised over £5.6million for Teenage Cancer Trust and this total continues to rise.

The money will be spent on five key areas of Teenage Cancer Trust's work. These include specialist cancer units; training and development for expert nursing and support staff; information services about cancer for young patients; peer to peer support events; and our pioneering education and awareness work.

Stephen's legacy lives on through his giving page and his mum, Jane Sutton, who is a tireless ambassador and fundraiser for the charity.





SAFEGUARDING

As a charity that supports teenagers and young adults with cancer, we have a duty to ensure that the young people who benefit from our support are not harmed in any way, and we expect all our staff to share in our commitment to safeguarding and the welfare of young people.

Teenage Cancer Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees to share this commitment. The suitability of all prospective employees will be assessed during the recruitment process in line with safer recruitment practices including DBS checks where appropriate.



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