

Meeting Centres Scotland

Project Manager, Cancer-ready Meeting Centres

1. Job advert

Project Manager, Cancer-ready Meeting Centres

Meeting Centres Scotland | £39,000 | Full time, two year fixed term | Home based in Scotland with regular travel | Closing date: 9th August 2026

People living with dementia who are also diagnosed with cancer face some of the starkest inequalities in Scottish health care. Serious symptoms get put down to dementia rather than investigated. Cancer is picked up late. Treatment decisions happen at speed, in unfamiliar settings, with little support to understand information or express what matters. We think communities can change that, and we are looking for the person to lead the work.

Meeting Centres Scotland is the national charity behind Scotland's network of Meeting Centres: welcoming, local places where people living with dementia and their families find support to adjust to change and keep living well in their communities. Our network has grown to around 47 centres across 17 local authority areas, reaching more than 1,000 people every month.

Cancer-ready Meeting Centres is a two year national project funded by Macmillan Cancer Support. Working alongside a lived experience advisory group of people with dementia who have been through cancer, and the family members who supported them, you will co-design training, practical tools and a standards framework that equip Meeting Centres to support people through diagnosis, treatment and beyond. You will build referral and liaison pathways with Health Boards, Health and Social Care Partnerships, Macmillan professionals and oncology teams, and lead a rights based influencing strand that puts diagnostic overshadowing and shared decision making on the agenda of cancer services and planners.

We are looking for an experienced project manager who is at home facilitating a room where people with dementia, family carers and clinicians sit as equal partners; who can hold a national, multi strand project together; and who believes that a dementia diagnosis should never be a barrier to good cancer care. Experience across both dementia and cancer is welcome but by no means required. Values, facilitation skill and delivery ability matter most.

We offer a salary of £39,000, 37 days of annual leave (inclusive of public holidays, rising with each full year of service up to 5 additional days), an 8% employer pension contribution, genuinely flexible home based working, and the chance to build something with UK-wide potential alongside a small, committed national team.

To apply, send your CV and a covering letter (maximum two pages) explaining why this role is for you to graham@meetingcentres.scot by 9/8/26. Interviews will be held on 24/8/26. We warmly encourage anyone considering applying to get in touch first for an informal conversation about the position. Contact Graham Galloway, CEO, at graham@meetingcentres.scot.

This post is subject to membership of the Protecting Vulnerable Groups (PVG) scheme. We welcome applications from everyone, and particularly encourage applications from people with lived experience of dementia or cancer, whether personally or as a family member or carer.

2. Job description

Job title	Project Manager, Cancer-ready Meeting Centres
Employer	Meeting Centres Scotland (SCIO SC052857)
Salary	£39,000 per year
Hours	Full time, 35 hours per week
Contract	Fixed term for two years
Location	Home based within Scotland, with regular travel to Meeting Centres and partner organisations across the country
Reports to	Chief Executive Officer
Pension	8% employer contribution
Annual leave	37 days per year, inclusive of recognised public holidays. Additional days are accrued for each full year served, up to a maximum of 5 additional days
Funded by	Macmillan Cancer Support, through the Macmillan CARE Grants Programme
Closing date	9/8/26
Interviews	24/8/26

Purpose of the role

The Project Manager will lead the delivery of Cancer-ready Meeting Centres, a two year national project that will make cancer care more accessible, understandable and fair for people living with dementia. The postholder will manage all strands of the project: co-production with people with lived experience, the design and pilot delivery of training and practical tools, a Cancer-ready standards framework, referral and liaison pathways with cancer services, and a national rights based influencing strand. The role carries responsibility for the project plan, budget monitoring, funder reporting and evaluation, working closely with the CEO and the project steering group.

Background

Meeting Centres are welcoming community spaces where people living with dementia and their families are supported to adjust to change, based on the evidence based Adjusting to Change Model. Meeting Centres Scotland grows and supports the national network and works with academic, statutory and third sector partners across Scotland and the UK.

Meeting Centres already support members living with dementia and cancer together, and local staff describe late diagnosis, diagnostic overshadowing, overwhelming appointment schedules and decisions made without real involvement of the person. Cancer-ready Meeting Centres responds to this with a co-produced, test and learn approach: listening systematically to lived experience, co-designing training and tools, piloting them in a cohort of centres, agreeing pathways with cancer services, and sharing the learning nationally so it can be adopted across the network and beyond.

Key responsibilities

Project leadership and management

- Develop and maintain the project plan, milestones and risk register, keeping delivery on time and on budget across all strands

- Establish and support the project steering group, bringing together Meeting Centres Scotland, local Meeting Centre leads, Macmillan professionals, cancer services and policy representation
- Monitor the project budget with the CEO and prepare progress and financial reports for Macmillan Cancer Support and the MCS board

Co-production and lived experience

- Recruit, convene and support a lived experience advisory group of people with dementia who have experience of cancer, and family members who have supported them, ensuring members are paid for their time and able to participate fully
- Plan and facilitate structured listening sessions in participating Meeting Centres, including communities affected by poverty, rural isolation and other inequalities
- Turn what is heard into anonymised journey maps, themes and human rights issues that shape every other strand of the project

Training, tools and standards

- Co-design the Cancer-ready Meeting Centres training programme with the advisory group, Meeting Centre staff and volunteers, Macmillan professionals and oncology clinicians, covering Dementia Inclusive communication, consent and capacity, diagnostic overshadowing, advocacy and shared decision making
- Co-create simple, accessible tools such as appointment preparation sheets, 'what matters to me in my cancer treatment' prompts, and easy formats for making sense of letters and results
- Deliver blended training and follow up coaching to a pilot cohort of Meeting Centres, adapting content for different settings and refining it through feedback
- Draft, test and finalise a light touch Cancer-ready Meeting Centres standards framework with a simple self assessment and recognition process

Pathways, partnerships and influencing

- Convene local pathway workshops with Health and Social Care Partnerships, oncology teams, Macmillan professionals and Dementia Nurse Consultants, mapping journeys and agreeing documented referral and liaison arrangements between cancer services and Meeting Centres
- Lead a national influencing strand, sharing evidence and case studies on dementia, cancer, diagnostic overshadowing and shared decision making with cancer service leads, planners and policy makers
- Represent the project at national events and networks, amplifying the voices of people with dementia affected by cancer

Evaluation, learning and legacy

- Work with the external evaluator to design and run data collection, and embed learning loops throughout delivery
- Document the model, materials and learning so they can be rolled out across the Scottish network and shared with Meeting Centres England and the emerging Meeting Centres Northern Ireland network

General

- Work within Meeting Centres Scotland's policies, including safeguarding, data protection, health and safety, and equality, diversity and inclusion
- Contribute to the wider life of a small national team, and carry out other reasonable duties consistent with the role

Other information

- The post is subject to membership of the Protecting Vulnerable Groups (PVG) scheme
- Regular travel across Scotland is required, including to rural and island communities; travel costs are reimbursed
- Occasional evening and weekend working will be needed, with time off in lieu
- The post is funded for two years by Macmillan Cancer Support through the Macmillan CARE Grants Programme
- We encourage potential candidates to get in touch before applying for an informal discussion about the position: contact Graham Galloway, CEO, at graham@meetingcentres.scot

3. Person specification

Candidates should demonstrate the essential criteria in their application. Desirable criteria will be used to distinguish between strong candidates and can be developed in post. We assess criteria through the application, interview and, where relevant, a short practical exercise.

Criteria	Essential or desirable
Experience	
Managing complex projects from planning through to delivery and reporting, including budgets, timelines and risk	Essential
Working in partnership with health, social care or third sector organisations	Essential
Involving people with lived experience meaningfully in shaping services, projects or policy	Essential
Working with people living with dementia, people affected by cancer, or people with other long term conditions.	Essential
Designing or delivering training, learning programmes or practice development	Desirable
Reporting to grant funders and managing funded programmes	Desirable
Knowledge and understanding	
Understanding of co-production and why lived experience must lead work of this kind	Essential
Understanding of the barriers people with cognitive impairment face in health care, such as diagnostic overshadowing and exclusion from decisions	Essential
Knowledge of the Scottish health and social care landscape, including Health Boards and Health and Social Care Partnerships	Desirable
Understanding of human rights based approaches to health and care	Desirable
Familiarity with the Meeting Centre model or similar community based dementia support	Desirable
Skills and abilities	
Excellent facilitation skills, able to bring together people with dementia, family carers, practitioners and clinicians as equal partners	Essential
Strong written and verbal communication, able to produce clear, accessible materials and confident reports for funders and boards	Essential
Able to build and maintain productive relationships with NHS and statutory partners	Essential
Well organised and self directed, able to manage a varied national workload from a home base	Essential
Confident using everyday digital tools for remote working, record keeping and communication	Essential
Able to gather, organise and present evidence and learning, working with an external evaluator	Desirable
Values and personal qualities	

Criteria	Essential or desirable
Genuine commitment to the rights, voice and citizenship of people living with dementia	Essential
Warm, respectful and patient communication style, comfortable spending time in Meeting Centres alongside members	Essential
Willingness to travel regularly across Scotland, including rural areas, with occasional evening or weekend working	Essential
Personal or family experience of dementia or cancer, and comfort drawing on it appropriately	Desirable

Meeting Centres Scotland is committed to equality of opportunity. We particularly welcome applications from people with lived experience of dementia or cancer, and from groups currently underrepresented in our team. If you need any adjustments to take part in the recruitment process, please let us know and we will do our best to help.