

Vision

A cancer free future.

Statement of purpose

We are Australia’s leading cancer charity uniting the community to reduce the impact of cancer.

Position description and person specification

Position title:	Community Education Project Officer		
Unit:	Services, Research & Public Policy		
Department:	Education and Public Policy		
Location:	202 Greenhill Rd, Eastwood		
Manager:	Manager, Education and Public Policy		
Employment:	1.0 FTE – Full time		
Last updated:	Oct 2019	By whom:	Manager, Education and Public Policy

Cancer Council SA

- has worked resolutely since 1928 to deliver cancer research, prevention, and support services.
- is the state’s leading independent, cancer-related, non-government organisation, dedicated to reducing the impact of cancer for all South Australians
- invests in three main strategic objectives: research, prevention and support
- is uniquely positioned as a resource for action and a voice for change towards a cancer free future
- is committed to The National Principles of Volunteer Involvement and Management
- maintains a non-smoking workplace and provides assistance with quitting
- requires employees and volunteers to promote cancer-preventing healthy lifestyle practices and behaviours, as outlined in organisational policies.

Our core values are represented by 16 value statements that encapsulate 16 behaviours—they are grouped into four headline attitudes:



<p>CAN-DO</p> <p>Innovation <i>We look to the future</i></p> <p>Commitment <i>We stay the course</i></p> <p>Selflessness <i>We help each other</i></p> <p>Courage <i>We are brave</i></p>	<p>STAKEHOLDER DRIVEN</p> <p>Creating value <i>We deliver social impact</i></p> <p>Accountability <i>We are answerable for our actions</i></p> <p>Responsibility <i>We are financially prudent</i></p> <p>Appreciation <i>We celebrate success</i></p>
<p>HIGH PERFORMING</p> <p>Stretch <i>We strive for success</i></p> <p>Excellence <i>We are dynamic</i></p> <p>Management <i>We understand our boundaries</i></p> <p>Ownership <i>We take ownership of our behaviour</i></p>	<p>OPENNESS AND INTEGRITY</p> <p>Respect <i>We are respectful</i></p> <p>Acceptance <i>We are accepting</i></p> <p>Honesty <i>We are authentic</i></p> <p>Trust <i>We do what we say</i></p>

Unit role and objectives

Services, Research & Public Policy

The Services, Research & Public Policy Unit deliver our comprehensive strategies aimed at reducing the impact of cancer. These include strategies to reduce the risk of cancer occurring, population screening to detect cancer and pre-cancerous lesions as early as possible, treatment, cancer support, palliation, research, advocacy and public policy. The Services, Research & Public Policy teams undertake a range of Research activities to reduce the impact of cancer by ensuring we have the best available evidence to inform our services and activities.

Position overview

The Community Education Project Officer will implement the SunSmart Schools and Early Childhood Program and participate in other activities in line with Cancer Council SA targets in the areas of SunSmart, Healthy Lifestyle (physical activity, alcohol and healthy weight) and Screening, when required.

The Project Officer will deliver all aspects of the SunSmart Schools and Early Childhood Program across South Australia. This will include recruiting new schools, early childhood centres and OHSC members to the program, maintaining current members through engagement via presentations, newsletters, social media and other promotions, managing the SunSmart database in Salesforce, managing all administrative tasks associated with the program, and liaising with the education and care sector to promote and support the uptake of SunSmart practices.

Reporting relationships

This position reports to: Coordinator, Community Education
Number of staff reporting to position: Nil

Key accountabilities (outcome based)

- Promote and recruit to the SunSmart Schools and Early Childhood Program.
- Engage with current SunSmart members and maintain membership numbers through the regular review of policy and practice.
- Deliver presentations to the education and care sectors on request to promote the SunSmart Program and best practice strategies.
- Manage the SunSmart database within Salesforce and produce reports on request.
- Represent Cancer Council SA on the National Schools and Early Childhood Working Group.
- Ensure a range of SunSmart resources are available to the education and care sector and that the SunSmart Program webpages are kept current and relevant.
- Participate in the delivery of SunSmart education and care sector focussed advocacy activities as required by the Education and Public Policy Manager.
- Contribute to the planning and implementation of other relevant health promotion activities to support the broader Community Education Team.
- Other tasks as required.

Protect your own health and safety and that of others by:

- Complying with and actively contribute to the development of organisational policy and safety systems.
- Following reasonable instructions and training and complying with organisational policy and safety systems.
- Identifying and reporting workplace hazards and incidents to their supervisor.
- Complying with Cancer Council SA's OHS&W policies and procedures.
- Provide a safe working environment for all staff (paid and voluntary), contractors and invitees.
- Ensure that your staff (paid and voluntary), contractors and invitees comply with policies and procedures as updated from time to time.

Special conditions

- The successful applicant must be a non-smoker.
- Intra/inter-state travel, out of hours and weekend work may be required
- Appointment will be subject to a satisfactory police check and may require a further Department of Human Services clearance.

Person specification (knowledge, skills and experience)

- A tertiary qualification in a relevant health, marketing/communications or education discipline or equivalent work experience. (Desirable)
- Experience in working with the education and/or care sector (Desirable).
- Knowledge and experience in the delivery of health related programs and campaigns
- Confidence in public speaking.
- Experience in developing and maintaining effective relationships and partnerships.
- Excellent time management and organisational skills and demonstrated ability to work across multiple content areas.
- Demonstrated ability to work autonomously as well as part of a team.
- Excellent oral and written communication skills.
- A 'can do' attitude.

Signatories

Incumbent

Name: _____

Signature: _____

Date: _____

Manager

Name: _____

Signature: _____

Date: _____