

Our purpose

To reduce the rate and impact of cancer through best practice prevention, research and support.

Position description and person specification

Position title:	Prevention Project Officer	
Unit:	Strategy, Engagement and Communication	
Department:	Prevention and Advocacy	
Location:	202 Greenhill Road, Eastwood	
Manager:	Prevention Coordinator	
Employment:	Full time / Part time	
Last updated:	November 2023	By whom: Prevention and Advocacy Manager

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 three value statements:

 <p>Care</p> <p>We are driven to make a difference for all—those we serve, our teammates, our partners and ourselves.</p>	 <p>Integrity</p> <p>We strive to do the right thing always, act truthfully and honourably, be our authentic selves, be inclusive and embrace diversity.</p>	 <p>Excellence</p> <p>We work as one team and constantly push ourselves to be the best we can. We arrive every day inspired to make an impact through our talents, passion and commitment.</p>
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Unit role and objectives

Strategy, Engagement and Communication

Cancer Council SA (CCSA) has an outstanding reputation for funding and delivering critical cancer research, prevention and support programs as well as a track record of successful advocacy. Its vision of a cancer free future is progressed through support for people impacted by cancer today and bold leadership to reduce the burden of cancer in the future.

The Strategy, Engagement and Communication Unit ensures a strategic and coordinated approach to our internal and external representation and enables the organisation to meet our strategic objectives through strategy development, advocacy, brand positioning, fundraising and stakeholder relationships.

Position overview

The Prevention Project Officer will implement the SunSmart Schools and Early Childhood Program and support 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 Prevention 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 OSHC members to the program as well as maintaining the existing membership base, review SunSmart policies and practices against national SunSmart criteria, updating resources related to the program, managing the SunSmart database in Salesforce and managing all administrative tasks associated with the program.

Reporting relationships

This position reports to: Prevention Coordinator

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 against national SunSmart criteria
- 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 (CRM system) 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 up to date and 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 Prevention and Advocacy Manager
- contribute to the planning and implementation of other relevant health promotion activities to support the broader Prevention and Advocacy Team, as required
- 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
- providing a safe working environment for all staff (paid and voluntary), contractors and invitees
- ensuring 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)
- experience working with customer relationship management (CRM) systems (desirable)
- knowledge and experience in the delivery of health-related programs or projects, including administrative requirements
- confidence in public speaking
- experience in developing and maintaining effective relationships and partnerships
- excellent time management and organisational skills
- demonstrated ability to work autonomously as well as part of a team
- excellent oral and written communication skills
- high attention to detail
- a 'can do' attitude

Signatories

Incumbent

Name: _____

Signature: _____

Date: _____

Manager

Name: _____

Signature: _____

Date: _____