

Our purpose

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

Position description and person specification

Position title:	Administration Support Officer		
Unit:	Strategy, Engagement and Communication		
Department:	Strategy, Engagement and Communication		
Location:	202 Greenhill Road, Eastwood		
Manager:	General Manager, Strategy, Engagement and Communication		
Employment:	Permanent Part-time		
Last updated:	February 2024	By whom:	General Manager, Strategy, Engagement and Communication

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

The Strategy, Engagement and Communication (SEC) area includes Cancer Council SA's fundraising, communication, prevention and advocacy, marketing, and customer experience teams.

SEC ensures a strategic and coordinated approach to our internal and external representation and enables the organisation to meet our objectives through strategy development, advocacy, brand positioning, fundraising and effective stakeholder relationships.

SEC proactively positions Cancer Council SA as a leading charity and respected thought leader, through agenda setting with external stakeholders in media, government, industry, and the community. We drive strong support for Cancer Council SA from key external stakeholders and donors by showcasing our expertise and service offering. We activate our community through prevention programs, fundraising, powerful advocacy, strategic events and campaigns.

Position overview

This position is a diverse and integral administration role in the SEC team. The role supports the SEC team by providing administrative support to the GM and SEC functions, in relation to meetings, coordination of reports, travel, external and internal events, and administrative tasks associated with our leading SunSmart program.

Reporting relationships

This position reports to:	General Manager, Strategy, Engagement and Communication
Number of staff reporting to position:	Nil

Key accountabilities (outcome based)

- assist with document management, including correspondence with external stakeholders, key donors and coordination of reports to support timeliness and quality
- provide secretariat and scheduling support for key SEC meetings and events, including preparing agendas, papers, presentations, and minute taking
- provide administrative support for the SunSmart program, including supporting SunSmart renewal application processes and liaison with SunSmart sites
- support the SunSmart team in updating the program database of schools, early childhood centres and OSHC services
- stakeholder CRM data entry for key engagement/meetings etc
- coordinate travel bookings and itineraries
- establish and maintain positive working relationships with staff at all levels of the organisation, as well as key external stakeholders and their offices
- other ad hoc administration tasks as directed

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
- current driver's licence

Person specification (knowledge, skills and experience)

- relevant experience working in an administration support role with strong organisational, coordination and customer service skills
- demonstrated ability to develop positive and productive relationships with staff, volunteers and stakeholders
- strong verbal and written communication skills
- strong attention to detail, time management skills, and the ability to meet competing and tight deadlines
- demonstrated experience working with confidential/sensitive matters with discretion
- high level of proficiency in the Microsoft Office suite and with CRM databases

Signatories

Incumbent

Name: _____

Signature: _____

Date: _____

Manager

Name: _____

Signature: _____

Date: _____