

VOLUNTEER POSITION DESCRIPTION

Position: Heritage Project Research Assistant (PREV.V7)
Reports To: Historian-Archivist, Heritage Project
Division: Prevention

CANCER COUNCIL VICTORIA

Every year, more than 30,500 Victorians will be diagnosed with cancer, and nearly 11,000 will die from cancer. The number of cases will increase as our population grows and ages. Survival will also improve as we get better at [early detection](#) and [treatment of cancer](#).

Since our establishment in 1936, [Cancer Council Victoria](#) has developed an international reputation for our innovative work in [cancer research](#), [prevention](#) and [support](#). As an independent, not-for-profit organisation, we play a leading role in reducing the impact of all cancers on all people.

Our people work and volunteer at Cancer Council Victoria to contribute to an organisation that makes a real difference in people's lives and is valued by the community we serve. In return we are proud to foster a culture that supports individuals to reach their full potential, in an environment that reflects our values of **Excellence, Integrity and Compassion**

DIVISION / UNIT / TEAM SUMMARY

The [Prevention Division](#) aims to reduce the risk of cancer in the Victorian population through social marketing, advocacy, professional training and providing policy advice based on the best available evidence. This involves action to affect individual behaviours and the broader physical and legislative environment to support health and wellbeing.

This is achieved through a range of programs including SunSmart; Screening, Early Detection & Immunisation, Achievement Program, LiveLighter, Rethink Sugary Drink, Obesity Policy Coalition, and Quit Victoria.

The Heritage Project is responsible for documenting Cancer Council Victoria's extensive history and organising its archive for use in current cancer control campaigns. It therefore sits in the Prevention Team, which is responsible for running Cancer Council Victoria's many cancer control campaigns, most famously SunSmart and QUIT.

POSITION SUMMARY

The position is responsible for helping the characterisation, digitisation, and organisation of hardcopy and digital materials for Cancer Council Victoria. This role will also help the Archivist discover and use historic materials for promoting cancer prevention campaigns.

RESPONSIBILITIES

- Search and read hardcopy archival boxes and write brief characterisations of their contents.
- Create digital versions of hardcopy materials and organise them in Endnote and elsewhere online.
- Help the Archivist build a finding aid.
- Complete supportive administrative tasks as required by the Archivist.

Such other duties as directed and consistent with the volunteer's level of skill, competence and training.

SKILLS REQUIRED

- Progress towards an undergraduate degree in history, sociology, public health, or related field highly desirable
- Experience with Endnote
- Experience with Microsoft Office, including Word, Excel, and PowerPoint.
- Excellent writing skills
- Excellent qualitative/document analysis abilities.
- A demonstrated interest in public history and/or working in the not-for-profit sector.

BENEFITS

- Opportunity to gain experience while working for a highly respected charitable, public health organisation
- Opportunity to gain personal satisfaction from making a contribution to the Cancer Council and people affected by cancer
- Opportunity to work as part of a team and grow new personal and professional networks

TIME COMMITMENT

This is an on-going position, and we ideally seek an applicant able to commit to a minimum of six months.

Days and hours of work are negotiable between the successful applicant and their Manager.

LOCATION

The volunteer role is located at Cancer Council's head office at 615 St Kilda Road, Melbourne.

Special Requirements

- Non-smoker
- Right to work in Australia
- Satisfactory completion of National Police Check