



## About Canteen

We get it. Just when life should be full of possibilities, cancer crashes into a young person's world and shatters everything.

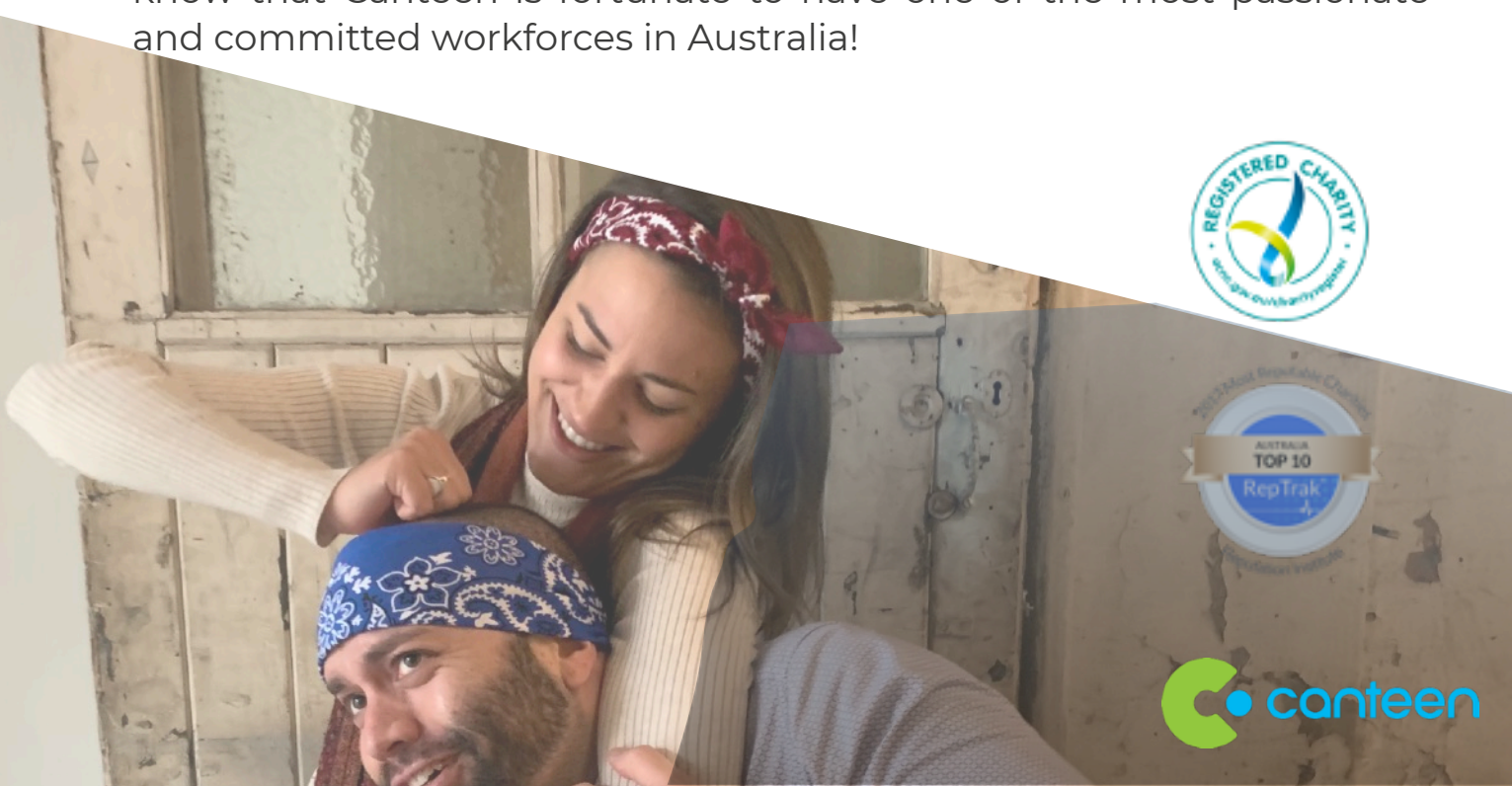
We help young people cope with cancer in their family. Through Canteen, they learn to explore and deal with their feelings about cancer, connect with other young people in the same boat and if they've been diagnosed themselves, we provide specialist, youth-specific treatment teams.

No matter which role you are in, volunteering with Canteen is a chance to support young people rebuilding the foundations that crumbled beneath them when cancer turned their world upside down.

Canteen is one of the most highly regarded not for profits in Australia (4<sup>th</sup> in fact) with one of the most recognisable brands across the country (who doesn't know about the bandanna!).

Volunteering with Canteen is an inspiring, rewarding and purposeful experience that really enables you to be at your best. Canteen has a passion for all things people and are continually working on ways to make our organisation an even better place to work. We have a culture we are proud of and want to find more people who share our commitment, enthusiasm and passion!

Through our regular staff and volunteer engagement surveys, we know that Canteen is fortunate to have one of the most passionate and committed workforces in Australia!



---

# Job Details



## Job Title

National Bandanna Day  
Campaign Intern



## Location

Newtown  
Sydney



## Job Type

Internship | Volunteer



## Reports to

Campaign  
Coordinator



## Direct Reports

None



## Closing Info

31/05/2022

# Benefits of Volunteering with Canteen

Volunteers are an essential part of all our service delivery and success - we could not do it without you!

Canteen not only offers volunteers the opportunity to make a difference in the lives of Young People Living with Cancer but provides you many other benefits such as:

- Developing new skills to help progress your professional career
- Receiving training and professional development
- Being part of a positive, ambitious and high performing team
- Developing a professional network
- Having the opportunity to provide feedback regarding your experience
- Fun and enjoyment
- Sense of purpose and 'giving back'

## Role Specifics

### **Job Purpose**

National Bandanna Day (NBD) is Canteen's flagship fundraising event held on the last Friday in October. This position will support and assist the campaign coordinator in implementing and managing various aspects of the campaign. This role would be suitable for a student who is interested in learning about the processes involved in campaign development and execution. You will develop an understanding and knowledge on areas such as marketing, stakeholder and relationship management, fundraising, stewardship, and e-commerce.

### **Key working relationships**

Campaign Coordinator, Campaign and E-commerce Manager, Online Shop Coordinator, external stakeholders

### **Duties and Responsibilities**

Campaign support

- Acquire hands-on experience in campaign development and execution
- Assist with the development and review of campaign communications (eDMs)
- Learn about digital fundraising and marketing across multiple platforms
- Attend meetings with external agencies to further develop learnings on campaign strategy, digital marketing, and process mapping.
- Assist with developing content for campaigns (photos, videos etc)

Administration duties

- Responsible for the execution of various stewardship activities (phone and email)
- Social media monitoring (National Bandanna Day Facebook Community Group)
- Various other duties to support the NBD Campaign Manager and the Online Shop Coordinator (e-commerce)
- 

Reporting

- Assist with the analysis and reporting of results post-campaign

## Performance Criteria

### Experience/ Qualifications

- Communications, Event or Marketing knowledge and/or currently studying
- Competent across MS Office suite
- Data entry and reporting skills
- Customer service experience

### Personal qualities

- Strong organisational and time management skills
- Excellent communication and interpersonal skills
- Proven track record as a team player, with a flexible approach to all tasks
- Results-oriented and a solution-oriented attitude

## Hours of Work

There is some flexibility but you should expect a commitment of approximately 15 – 22.5 hours a week (subject to applicant availability)

## Pre-Engagement Checks

As Canteen's work involves staff being in direct contact with children and young people, all staff, whether paid or unpaid are required to complete police and working with children checks, relevant to the state in which they will be engaged. Canteen also requires all staff, paid or unpaid to be fully vaccinated for COVID-19.

Canteen may conduct at least two reference checks on successful applicants and may also require proof of any professional qualifications stated on an application.

## General Information

All staff, whether paid or unpaid are required to adhere to Canteen's Human Resources Policies during the course of their engagement.

Canteen is an equal opportunity employer.