

INFORMATION PACK



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 (4th 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

CanGreen
Support Volunteer



Location

Sydney
(Newtown)



Job Type

Volunteer



Reports to

National Office
Manager



Direct Reports

None



Closing Info

30/09/2022

Benefits of Volunteering with Canteen

Volunteers are an essential part of our front facing 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

Canteen is a diverse organisation with many departments and people all working together with the common purpose of being in the corner to support any young person when cancer crashes into their world.

We also pride ourselves on the role we play in the community more broadly. We have deeply rooted values in diversity, social welfare and the environment and one of our major areas of need at present is supporting our "CanGreen" initiatives and this role will primarily support this area.

CanGreen Action Plan

The aim is to reduce Canteen's environmental footprint and implement sustainable practices across the organisation, focusing on:

Travel | Purchasing | Waste | Energy | Education | Youth Leadership

There are two working groups supporting CanGreen initiatives, one taking the lead on policy and process change and the other focusing on staff education and behavioural change.

Reporting to the National Office Manager, this role will provide direct support to both of these working groups as its primary focus, and will have a wide scope of potential tasks and responsibilities.

Tasks may include, but are not limited to:

- Online research of sustainability policies and procedures used by other organisations
- Providing written summaries of research findings to the Working Groups for consideration
- Collating and categorising lists of suppliers using Excel
- Researching activities, events and other online content to share with Canteen staff
- Providing general administrative support to the CanGreen working groups

Personal Qualities and Requirements

- Excellent administrative skills and awesome attention to detail
- Friendly and engaging with a can-do attitude
- Being able to operate independently and with confidence
- Discretion and understanding of privacy principles
- Able to actively listen and communicate confidently
- Able to adapt to change and willingness to give things a go
- Prior knowledge or interest in environmental sustainability and action against climate change would be advantageous.
- Experience with Microsoft suite and Salesforce would be beneficial.

This role will appeal to someone looking to build their experience and put their skills into practice in a high performing environment.

Hours of Work

This role may evolve over time as it is a new position. A shift of 3-4 hours once per week should be expected in the initial stages. We may also engage a small team as the role grows, but we hope to have daily shifts by the end of the year.

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 will 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.