

INFORMATION PACK



Community Engagement Volunteer



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.

Life at Canteen

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

Community
Engagement Volunteer



Location

Perth



Job Type

Volunteer



Reports to

Project Officer



Direct Reports

None



Closing Info

Ongoing

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
- Developing a professional network
- Having the opportunity to provide feedback regarding your experience
- Fun and enjoyment
- Sense of purpose and 'giving back'

Role Specifics

Key working relationships:

Young People living with cancer; local and national staff (paid and unpaid); Community and Government Agencies; Education Institutions, other external stakeholders and general public

Job Purpose:

To provide administrative support to the team to ensure the smooth planning and execution of programs, events, and stakeholder engagement with a focus on regional and education participation.

Duties and Responsibilities

Tasks include but are not limited to:

Support the program team in all aspects of event planning and stakeholder engagement including:

- Establishing and maintaining relationships with community, education, and government agencies
- Presenting cancer awareness education programs in education facilities for students and education professionals
- Developing digital events specifically targeting the establishment of peer connections for young people living in regional areas
- Engaging young people from regional and rural areas to partake in digital Programs
- Ensuring all resources needed are booked, procured, and sent out as required
- Attending regional programs from time to time
- Attending education facilities such as schools and higher education institutions from time to time

The role would suit a Health Promotion student looking to build a broad suite of transferrable skills, gain hands on experience and industry insight in a dynamic and people focused environment.

Essential

- Able to attend the Nedlands office one day per week
- Ability to create and nurture relationships with professionals
- Excellent attention to detail, demonstrated in previous roles
- Ability to work as part of a team and individually

Desirable

- Experience developing programs and events for young people
- Ability to anticipate impediments and overcome them

Personal Qualities

- Warm and approachable
- Ability to listen actively
- Friendly and professional
- High level of integrity, honesty and commitment
- Comfortable receiving feedback

Hours of Work

As a guide, you should assume the role will require the equivalent of 6 hours per week.

We are also asking volunteers to commit to the role throughout the rest of the year. We know this is a large commitment of time, but it is vital to ensure we provide young people with consistent support during a crucial period in their lives.

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, and provide evidence of two doses of Covid-19 vaccination.

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 acknowledges Aboriginal and Torres Strait Islander peoples as Australia's First Peoples and sovereign custodians of this land. We pay our respects to Elders past, present and emerging.

Canteen is committed to the safety and wellbeing of children and people of all ages. We welcome all people irrespective of ethnicity, lifestyle, choice, faith, sexual orientation and gender identity.