

# INFORMATION PACK



ACT Administration & Program Support



## 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 (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

ACT Administration &  
Program Support



## Location

ACT  
(Canberra Office)



## Job

Volunteer



## Reports to

QLD/ACT State Manager



## Direct Reports

ACT Programs Officer  
National Volunteer Coordinator



## Closing Info

4.06.2023

# 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

Reporting to the QLD State Manager, this role will provide direct support to these initiatives as its primary focus and will have a wide scope of potential tasks and responsibilities.

Through strong administrative, logistical and event support tasks may include, but are not limited to:

- Office Management support
- Data entry
- Diverse administrative and practical tasks that may support the Services Team. For example: shopping and prepping materials for an event for young people, booking entertainment, assistance with event planning.

### Personal Qualities and Requirements

- Excellent administrative skills and awesome attention to detail
- Previous work in databases and Excel.
- Accurate data entry & 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.

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 will evolve over time. A shift of 2-4 hours once per week should be expected in the initial stages. We may engage extra hours when a program is running.

The role requires a minimum commitment until 31<sup>st</sup> December 2023.

## 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.

