



**canteen**  
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Are you professional enough  
to work at CanTeen?



Are you free-spirited enough  
to work at CanTeen?



# Information Pack

Community Fundraising  
Officer – CanTeen NT

## 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.

By feeling understood and supported, young people develop resilience and can rebuild the foundations that crumbled beneath them when cancer turned their life upside down.

No matter which role you are in, working for CanTeen is how **you** can be the difference.

## Life at CanTeen

CanTeen is one of the most highly regarded not for profits in Australia (8<sup>th</sup> in fact) with one of the most recognisable brands across the country (who doesn't know about the bandanna!). CanTeen is also a finalist in the 2018 Australian HR Awards – Employer of Choice (Public Sector & NFP) Category!

Working for 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 as well as a range of benefits including 5 weeks of annual leave, additional 3 days of gifted leave over Christmas, flexible working, dog friendly offices, tax-effective salary packaging scheme, mobile phones and an in-house leadership program, we are continually working on ways to make CanTeen 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 engagement surveys, we know that CanTeen is fortunate to have one of the most passionate and committed workforces in Australia!



# What's this job all about?

## Title:

Community Fundraising Officer – CanTeen NT

## The nuts and bolts:

Fixed term – 1 year contract, Part Time, 3 days per week

## Job summary:

CanTeen recently developed a five year fundraising strategy which provided for an increased focus on strategic funding partners such as corporations, major givers and trusts / foundations.

The **Community Fundraising Officer** will generate income by servicing and retaining existing partners and initiatives, as well as delivering key organisational promotional and fundraising activities in the South Australia/Northern Territory Division of CanTeen. Regular travel within working hours and occasionally including overnight stays will be required in accordance with the execution of duties.

The **Community Fundraising Officer** will be responsible for driving revenue growth in the NT with support from the **Division Manager (SA based)** and SA fundraising team. This will be done with the delivery of promotional and fundraising initiatives, incorporating both administrative and project coordination responsibilities in the servicing and retaining of existing partners.

## Is this you:

We are looking for a confident, **outcome-focused leader** and professional fundraiser seeking to make their mark:

- Highly motivated individual who is looking for an opportunity to **drive income growth** from within the Australian community
- **Strategic thinker** with the ability to translate strategy into operational priorities
- Outstanding **stakeholder relationship skills**, with the ability to manage internal and external relationships
- A whatever it takes attitude
- **Resilience and confidence** to work in a competitive environment
- Proven experience of generating income through **community fundraising**

## Closing date info:

### Interested? Apply now!

Please apply through our website at [www.canteen.org.au/about-us/careers](http://www.canteen.org.au/about-us/careers) or emails written applications with a covering letter telling us why you would be the best person for this role to [careers@canteen.org.au](mailto:careers@canteen.org.au).

## Position Description

**Title:** Community Fundraising Officer

## Working Relationships

**Reports to:** Division Manager SA/NT

**Positions reporting into this one:** Nil

**Key working relationships:** Division Manager, Community and Partnerships Manager, CanTeen Northern Territory and South Australia staff and volunteers, Corporate Partners, National Marketing and Sponsorship teams.

## Duties

- Income generation and revenue growth in the NT
- Managing positive relationships with stakeholders ensuring ongoing support through exceptional communication, liaison and support as required.
- Provide key project management and administrative responsibility for newly formed and existing major partnerships.
- Coordinate and recruit volunteers across South Australia/Northern Territory to support partners to reach their fundraising targets.
- Provide project management and administrative support for key organisational promotional and fundraising events (e.g. National Bandanna Day).
- Planning, execution and evaluation of key events and activities.
- Oversee design and printing of collateral communications as required between CanTeen and our partners.
- Travel as required to attend fundraising events and to support volunteers.
- Working closely with CanTeen colleagues towards achieving objectives and programs.
- Assisting with reporting to the CanTeen Board.
- Responsible for successfully planning and executing the annual event Courage for CanTeen.
- General administrative support for CanTeen South Australia/Northern Territory fundraising team, as requested.

## Selection Criteria

### **Qualifications/Sector Experience**

- A tertiary qualification in Marketing, Sales, Business or a related field
- Experience gained within either the commercial, not for profit or government sector, ideally with a focus on proactively supporting key partnerships, projects or business development.

## Selection Criteria Continued...

### **Knowledge**

- High level administrative support.
- Program/project management experience.
- Experience working with complex range of project partners and stakeholders (desirable).

### **Skills**

- Essential – ability to work autonomously and be self-motivated
- Creates genuine tangible results by building effective relationships with stakeholders, interacts confidently and employs astute perception with strong listening and questioning skills.
- High level influencing and persuasion skills.
- Highly analytical with the ability to quickly and confidently assess information, identify pertinent issues and assess the broader implications of conclusions.
- Highly organised with an eye for detail.
- Able to produce work to deadline and co-ordinate the process of implementation by other key stakeholders whilst maintaining relationships.
- Ability to accurately forecast income, monitor expenditure, maintain records of expenditure in order to provide accurate up-to-date information.
- Anticipates problems and takes initiative to implement necessary action to ensure results are achieved and risks are minimised.
- Strong organisational/project planning and time management skills.
- Strong communication and interpersonal skills, especially written communication (e.g. writing up work plans, reports, statistical information etc.).
- Competent across the MS Office suite.

### **Personal qualities**

- Warm and approachable, ability to listen actively, friendly and professional.
- High level of integrity, honesty and commitment.
- Highly motivated, proactive team player.
- Strong attention to detail and good initiative.
- Adaptable to change.

### **Benefits of working at CanTeen:**

CanTeen has a range of benefits to reward the hard work and commitment of our staff:

- Salary Sacrifice options, helping staff maximise their take home salary.
- Access to individual support through an Employee Assistance Program.
- Career development opportunities in a national organisation.
- Ongoing educational support for professional and personal development.
- Health and wellbeing initiatives driven by staff input.
- Generous time-off-in-lieu (TOIL) allowances
- Paid Parental Leave.
- Leave Loading.

## Hours of Work

Whilst the role is predominantly Monday-Friday office hours, due to the nature of CanTeen's work, you may sometimes be required to work weekends and evenings. Advance notice will be given when this is the case, and CanTeen has a generous Time off in Lieu policy for taking leave when hours in excess of the standard working week are worked.

## Pre-Employment Checks

As CanTeen's work involves employees being in direct contact with children and young people, employees are required to complete police and working with children checks, relevant to the State in which they will be employed.

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 employees are required to adhere to CanTeen's Human Resources Policies during the course of their employment.

CanTeen is an equal opportunity employer.

