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Are you professional enough
to work at CanTeen?



Are you free-spirited enough
to work at CanTeen?



Information Pack
Programs Officer – Launceston

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 (8th 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, 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:

Programs Officer – Launceston, Tasmania

The nuts and bolts:

Part Time – 0.8 FTE, Permanent Position

Job summary:

We are looking for a confident and inspiring **Programs Officer** to work with young people on a wide range of recreational and psychosocial initiatives. As Programs Officer, you will be responsible for **designing, delivering and evaluating a portfolio of peer support, psychosocial and recreational initiatives** for CanTeen's service users.

You will play a key role in CanTeen's **psychosocial practices** and act as a key support worker for participants where appropriate, safeguarding the wellbeing of young people through their CanTeen experience. You will co-facilitate the **local youth leadership team**, including monthly meetings and annual elections and will be involved in the delivery of cancer health education projects in schools.

As Programs Officer, you will be a **confident communicator, able to engage young people, volunteers and the general public about our work**. You will develop and maintain relationships with a broad cross section of CanTeen referral sources including schools, colleges/ universities and other not-for-profit organisations.

Is this you:

We are looking for a **highly motivated team player** with an ability to move projects forward with independence and autonomy. You will have a **tertiary qualification** in education, psychology, human services or related fields and a background in supporting young people experiencing significant life challenges.

You will be **adaptable to change** and have experience in **designing and delivering engaging events**, recreation programs and programs with significant psychosocial practice elements (e.g. structured group work time).

The ideal candidate will have proven **experience working with young people and young adults** and also experience in creating and maintaining relationships with education, health and not-for-profit professionals. A demonstrated ability in leading group facilitation and recruiting/ managing volunteers is a must.

Closing date info:

Interested? Apply Now!

Applications for this role will close on the **18th August 2019**. Please email written applications with a covering letter telling us why you would be the best person for this role by close date to careers@canteen.org.au or apply via our website at www.canteen.org.au/about-us/careers/

Position Description

Title: Programs Officer – Tasmania

Working Relationships

Reports to: Division Manager – Tasmania

Positions reporting into this one: None

Key working relationships: Division Manager, National Leadership Coordinator, Division staff, National Office staff, participating members, volunteers, referral agents, external stakeholders and general public.

Role Specifics

Individual support and program provision

- Together with Division staff, design and plan a yearly calendar of events including recreation activities and day and overnight programs for young people living with cancer
- Ensure all elements of events, recreation activities, psychosocial day and overnight programs (e.g. transport, accommodation, meals) are organised and resourced effectively within Canteen's operating procedures.
- In collaboration with the national research team, ensure robust monitoring and evaluation processes are in place for all events and psychosocial programs.
- Strategically design events and activities to foster service user engagement in peer support and psychosocial development.
- Recruit, induct and retain volunteers for events, recreation activities and psychosocial day and overnight programs in line with Canteen's volunteer management processes.
- Participate in CanTeen's multidisciplinary psychosocial review meetings, team meetings and all-staff national conference
- Take responsibility as a key worker/contact person for young people, in line with CanTeen's Psychosocial Practice Model, where the identified service pathway is participation in events, recreation activities and psychosocial day and overnight programs.
- Co-Facilitate the youth leadership program in accordance with CanTeen's leadership framework.

Promotion & Awareness

- Ensure events, activities and psychosocial day and overnight programs are actively promoted with all promotional materials and social media activity compliant with CanTeen's brand guidelines.
- Expand and grow CanTeen's reach to young people living with cancer by establishing and maintaining referral relationships with schools, higher education institutions and other key referral sources including NGOs.
- Attend and promote CanTeen at relevant conferences and networking forums as identified in your state/territory plan.
- Deliver CanTeen's cancer health education projects in schools and other relevant agencies in conjunction with the national Research, Evaluation and Social Policy (RESP) team.

Risk Management and Workplace Health & Safety

- Conduct thorough risk analysis of all activities in line with CanTeen's risk management guidelines and ensure all sign off is completed to timelines specified in CanTeen's operating procedures.
- Adhere to all child protection policies and procedures including monitoring 'working with children checks' for volunteers and local leadership participants
- Report all incidents, near misses and equipment repairs to Division Manager

Team Work

- Commitment to participating in key organisational fundraising and awareness events
- Commitment to supporting the CanTeen Strategic Plan and overall organisational goals and KPIs.
- Seek and provide guidance and feedback from others including co-workers, volunteers and CanTeen participants

Financial management

- Plan accurate estimation of yearly events, recreation activities, psychosocial day and overnight programs costs with Division Manager.
- Monitor and deliver on program budget expectation as set by Division Manager.
- Actively seek to minimise operational costs through donations, goods in kind or other possible fundraising channels for programs wherever possible and accurately record in relevant databases.

Selection Criteria

Essential

- Tertiary qualification in education, psychology, human services, allied health or related fields
- Background in supporting young people experiencing significant life challenges
- Demonstrated skills designing and delivering engaging events, recreation programs and programs with significant psychosocial practice elements (e.g. structured group work time)
- Experience creating and maintaining relationships with education, health and not-for-profit professionals
- Demonstrated abilities in group facilitation
- Experience in recruiting and managing volunteers
- Current open driver's license, ability to obtain a first aid certificate and the flexibility to travel, work weekends and evenings (with notice) are essential.
- Current National Criminal History Check and Working with Children Check

Knowledge/Skills/Experience

- Good computer and digital communication skills
- Strong organisational/project planning and time management skills
- Ability to think creatively and innovatively with regard to recreation and other program activities
- Strong communication and networking skills
- Proven ability to facilitate groups of young people for a variety of activities
- Ability to relate to young people, anticipate needs, and to present information in a clear and logical way, and with confidence, to target group
- Knowledge of legal obligations relating to activities

Personal Qualities

- Approachable, ability to listen actively, friendly and professional
- High level of integrity, honesty and commitment
- Highly motivated, team player who contributes to maintaining an effective team that is focused on achieving against key performance indicators for the state/ territory
- Open and honest person who seeks and provides guidance and feedback from others including co-workers, volunteers and CanTeen participants
- Adaptable to change

Desirable

- Certified in First Aid
- ASIST or similar suicide prevention training
- Mental Health First Aid

Hours of Work

Due to the nature of CanTeen's work, you will be required to work weekends and evenings on a regular basis. Advance notice will be given when this is the case, and CanTeen does have a 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.

