



# Application Information Package

## Fundraising & Events Coordinator – North

For more information, please contact Jill Bannon on  
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Thank you for your interest in the role of Fundraising & Events Coordinator (0.6 FTE) at Cancer Council Tasmania (CCT). This Information Package provides details about the role and how to apply. CCT uses a merit-based selection process which means it selects preferred candidates for positions based on their demonstration of the skills, abilities and attributes to meet the requirements of the position. This is demonstrated through application, interview and referee checks. Candidates are short-listed from the original pool of applicants.

The Selection Panel will interview the short-listed candidates and determine the preferred candidate after referee checks.

### **Why work for Cancer Council Tasmania**

CCT offers staff an inclusive, professional, positive work culture. As a leading not-for-profit organisation, some of the benefits of working for CCT include:

- Generous salary packaging including meal entertainment card availability.
- Holiday leave loading @ 17.5%.
- Gifted leave between Christmas and New Year
- Employee Assistance Program (EAP) to provide employees with immediate confidential support to resolve workplace & personal issues.
- An inclusive, professional, positive work culture.
- 20% discount on all Cancer Council retail products.
- Professional development opportunities offered and encouraged.

### **How to Apply for the Position**

- Applicants will need to **review the position description** for the role included within this Application Package.
- To be considered for the role, applicants will need to **send a copy of their resume and a brief statement addressing the selection criteria** to the nominated email address below
- **Two or more professional referees are to be nominated in the application.** Please include their telephone number and/or email address and the relationship of each referee to yourself (e.g. supervisor). Please disclose any conflicts of interest you may have with a referee.
- Applications should include **the title of the role** in the subject field. Their statement and current resume including nominated referees should be forwarded electronically to: [hr@cancertas.org.au](mailto:hr@cancertas.org.au)
- For further information regarding the role or CCT, please do not hesitate to contact Jill Bannon on 03 6169 1900 or [jbannon@cancertas.org.au](mailto:jbannon@cancertas.org.au)
- **Applications close 9am Monday 16<sup>th</sup> October 2023.**

### **Further Information**

**Police Checks:** Prior to any appointment, **applicants are required to have a Schedule 1 National Police Certificate** (no older than 3 months), and if required a current Working with Vulnerable People Registration (employment category). Requirements will be stipulated prior to appointment.

**Health Checks:** CCT does not insist on employees undergoing a pre-employment medical examination; however it is a condition of employment that in accepting this position you are able to perform the inherent requirements of the position.

## Cancer Council Tasmania

### Position Description

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<b>Position Title:</b>	Fundraising & Events Coordinator – North
<b>Department:</b>	Engagement & Fundraising
<b>Location:</b>	Launceston
<b>Status - Hours of Work:</b>	Part-time (0.6FTE)
<b>Classification Level:</b>	SCHADS Award Level 4
<b>Reports to:</b>	Director, Engagement and Fundraising
<b>No. of Direct Reports:</b>	0 (volunteer oversight required)
<b>Last Review Date:</b>	September 2023

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#### *Key Purpose of the Role*

Working closely with the **Manager-Relay For Life** and the **Manager – Community Fundraising**, the *Fundraising & Events Coordinator-North* is responsible for the coordination of Launceston's Relay For Life and Women's 5KM Walk/Run.

The role will also be required to assist with Cancer Council Tasmania's other fundraising events and activities within the Engagement and Fundraising program as required in order to provide sustainability for services provided in Tasmania.

#### *Our Department*

CCT is dependent on community and business support to help fund vital programs in cancer research, support, prevention and advocacy. Our engagement & fundraising events work toward making this achievable.

CCT's portfolio of events also include a range of iconic and enjoyable fundraisers which companies and other organisations can participate in.

#### *Our Organisation*

CCT is a charity working to minimise the incidence and impact of cancer on all Tasmanians through advocacy, raising awareness of cancer prevention and offering support and information for anyone affected by the disease. CCT's vision is for a cancer free future. Our mission is to minimise the incidence and impact of cancer on all Tasmanians. The values underpinning our work are; *generosity, integrity, collaboration, courage and innovation*.

#### *Our Work Environment*

CCT is a smoke-free work environment.

CCT is committed to providing a healthy, supported and safe work environment, free from harassment and discrimination.

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## *Role Responsibilities*

The primary responsibilities are:

### RELAY FOR LIFE

- To successfully coordinate the annual Relay For Life in Launceston, including logistics, financial control, event reporting and post-event analysis in consultation with the Manager - Relay For Life.
- To support and coordinate the Relay For Life Organising Committee in the delivery of this successful event, providing appropriate organisational and administrative support to the Chairperson and Manager-Relay For Life.
- Develop a strong relationship and maintain amicable and productive working relationships with each of the Organising Committee, teams, corporate partners and the community.
- To implement the Relay For Life growth strategies as directed by the Manager – Relay For Life.
- Plan, organise and supervise work for volunteers as appropriate for the Launceston Relay For Life.

### WOMEN'S 5KM WALK/RUN

- Under the direction of the Manager – Community Fundraising coordinate and oversee logistics for delivery of Women's 5KM Walk/Run.
- Develop strong relationships with and provide appropriate organisational and administrative support to each of the Organising Committee Chairpersons for Women's 5KM Walk/Run.
- Develop a strong relationship and maintain amicable and productive working relationships with each of the Organising Committee, teams, corporate partners and the community.
- To implement the W5K growth strategies as directed by the Manager – Community Fundraising.
- Plan, organise and supervise work for volunteers as appropriate for the W5K.

### OTHER ACTIVITIES

- Maintain data and ensure the CCT CRM is updated with relevant records.
- Contribute new ideas for fundraising; identify, develop and initiate suitable opportunities to achieve maximum profitability.
- Work collaboratively with the Engagement and Fundraising team, contributing to newsletters and other promotional materials as required.
- Undertake other duties as and when directed by the Manager-Community Fundraising or Manager-Relay For Life.

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## *Position Requirements*

### Essential:

- Qualifications in event management, fundraising and/or marketing or less formal qualifications, with specialised skills sufficient to perform at this level; or experience gained through previous appointments.
- Excellent written, oral communication and interpersonal skills.

- Ability to identify and develop innovative engagement and fundraising opportunities.
- Flexibility with regard to out of hours work from time to time is required.
- Experience coordinating and working with volunteers.
- Demonstrated experience and working knowledge in the use of Microsoft Office applications.
- Current Driver's License.
- Current Working with Vulnerable People Check
- Ability to demonstrate a commitment to CCT values and to making a positive contribution to team and workplace practices.

**Desirable:**

- Previous experience in a similar role at a not-for-profit organisation.

**Pre - Employment:**

- Cancer Council Tasmania will conduct a Police Check prior to the successful applicant's appointment to this role.

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***Selection Criteria***

To apply for this role you will need to demonstrate your ability to meet the selection criteria. The selection criteria outline the skills, experiences and behaviours that are necessary to successfully carry out the role.

1. Experience in event management and fundraising with the ability to identify and develop innovative marketing and fundraising opportunities.
2. Demonstrated experience with working in a close-knit, dedicated team environment.
3. Demonstrated experience in database/CRM usage, use of on-line project management programs, Microsoft Office.
4. Demonstrated high standards of organisational skills, with the capacity to multi-task and proactively identify and meet expectations in a timely manner.
5. Excellent written, oral communication and interpersonal skills, including the ability to communicate effectively with staff, volunteers and clients at all levels.
6. Experience coordinating and working with volunteers.