

# Position Description

## Fundraising & Events Coordinator – South

**Who we are:** We are Tasmania’s leading cancer charity working to reduce the incidence and impact of cancer on all Tasmanians. Through advocacy and research, supportive care programs and services, and the delivery of prevention education resources and programs, we are here for all Tasmanians regardless of location and the type of cancer diagnosis.

**Our Vision:** A cancer-free future

**Our Values:** Generosity, Integrity, Collaboration, Courage, Innovation

<b>Hours of Work</b>	Part-time (permanent) 0.9FTE
<b>Salary and Conditions:</b>	Social, Community, Home Care and Disability Services Industry (SCHADS) Award 2010 Level 4 (salary packaging is available).
<b>Location:</b>	The role is located at the Cancer Council Tasmania offices at 15 Princes Street, Hobart, Tasmania. This role will require occasional intrastate travel and flexibility in working days / hours may be required from time-to-time.
<b>Position Summary:</b>	<p>Working closely with the relevant Engagement &amp; Fundraising (E&amp;F) Managers, the <b>Fundraising &amp; Events Coordinator (South)</b> is actively responsible for assisting with the oversight and delivery of Cancer Council Tasmania’s southern fundraising activities – our Hobart Gala Ball, Relay For Life events, Daffodil Day, Australia’s Biggest Morning Tea and general community fundraising activities in the region.</p> <p>As required, the role also assists with Cancer Council Tasmania’s other fundraising events and activities within the Engagement &amp; Fundraising program to provide sustainability for services provided in Tasmania.</p>
<b>Reporting:</b>	This role reports directly to the Director, Engagement & Fundraising and has no direct reports. The incumbent takes direction from the relevant Engagement and Fundraising (E&F) Managers who have primary responsibility for events and fundraising activities across CCT.
<b>Qualifications and Skills:</b>	<p>This role requires a combination of experience, expertise, and competence sufficient to perform the duties required at this level. This may have been obtained through previous appointments, service and / or study. This equates to experience in event management, project management and fundraising, with relevant qualifications in Event Management &amp; Fundraising desirable.</p> <p>The incumbent requires excellent communication, problem solving and relationship management skills.</p>

<b>Personal Attributes:</b>	<p>This role requires a self-motivated person with a passion for improving health outcomes for people impacted by cancer.</p> <p>As a key member of a small team, the role requires someone who thrives in a busy working environment, and who can bring a 'can-do' attitude to their work. The role will suit a highly organised 'people-person' who will be comfortable getting out and about in the local community, being an ambassador for Cancer Council Tasmania in the South.</p>
<b>Organisational Responsibilities:</b>	<p><b>RELAY FOR LIFE</b></p> <p>Under the direction of the relevant Manager successfully coordinate the annual Hobart Relay For Life event, including logistics, event reporting and post-event analysis. This includes:</p> <ul style="list-style-type: none"> <li>• Support and coordination of the Relay For Life Organising Committees in the delivery of these successful events, providing appropriate organisational and administrative support.</li> <li>• In conjunction with the Organising Committee, roster, organise and oversee our Relay For Life volunteers as appropriate for each event.</li> <li>• Maintaining a strong relationship with the Organising Committees, teams, corporate sponsors, event partners and the wider community, including school engagement.</li> <li>• Help with implementing the Relay For Life growth strategies as directed by the Manager and assist with the provision of financial and post-event analysis.</li> </ul> <p><b>HOBART GALA</b></p> <p>Under the direction of the relevant Manager, assist with the coordination of the annual Hobart Gala Ball. This includes:</p> <ul style="list-style-type: none"> <li>• Coordinating operational logistics and undertaking administrative duties as directed to ensure successful delivery of the Gala Ball.</li> <li>• Support and coordination of the Hobart Gala Organising Committee.</li> <li>• Maintaining amicable and productive working relationships with the Hobart Gala Organising Committee, corporate sponsors and partners.</li> </ul> <p><b>COMMUNITY FUNDRAISING</b></p> <p>Under the direction of the relevant Manager, assist with:</p> <ul style="list-style-type: none"> <li>• Logistical coordination for the delivery of Daffodil Day in the greater Hobart and southern region, including recruitment and supervision of Daffodil Day volunteers.</li> <li>• Organisational logistics for Australia's Biggest Morning Tea in the southern region, including attendance at ABMT fundraising events, as required.</li> <li>• General community fundraising activities in the greater Hobart and southern region.</li> </ul>

	<p><b>OTHER ACTIVITIES</b></p> <ul style="list-style-type: none"> <li>• Maintain amicable and productive working relationships with Cancer Council Tasmania volunteers, committees, corporate partners and the general Southern community.</li> <li>• Adhere to departmental procedures for data entry and maintenance in the CCT CRM, seeking guidance on discrepancies or issues as required.</li> <li>• Contribute new ideas for fundraising; identify, develop and initiate suitable opportunities to achieve maximum profitability.</li> <li>• Work collaboratively with the E&amp;F team, contributing to newsletters and other promotional materials as required.</li> <li>• Undertake general office administrative duties or other relevant duties as and when directed by the E&amp;F Director and Managers.</li> </ul>
<b>Selection Criteria:</b>	<ol style="list-style-type: none"> <li>1. Experience in event coordination and fundraising, ideally in a community-based fundraising/events environment.</li> <li>2. Demonstrated experience with working in a close-knit, dedicated team environment.</li> <li>3. Experience coordinating and working with volunteers.</li> <li>4. High standards of organisational and time management skills, with the capacity to multi-task and proactively identify and meet expectations in a timely manner.</li> <li>5. Excellent written, oral communication and interpersonal skills, including the ability to communicate effectively with colleagues, volunteers and stakeholders at all levels.</li> <li>6. Demonstrated experience and working knowledge in the use of Microsoft Office applications.</li> <li>7. Experience in database management systems/CRM, third party fundraising platforms and the use of on-line project management programs.</li> </ol>
<b>Essential Requirements:</b>	<ul style="list-style-type: none"> <li>• Satisfactory National Police Check or ability to obtain one</li> <li>• Current Working with Vulnerable People Check or ability to obtain one.</li> <li>• Current valid driver's license.</li> <li>• Ability to occasionally work out of hours work and / or to undertake occasional intrastate travel. Weekend and evening work will be required during the execution of Relay For Life and the Hobart Gala. There may also be the need to travel intrastate on occasion.</li> <li>• Demonstrate a commitment to CCT values and to making a positive contribution to team and workplace practices.</li> </ul>

Competency Framework – F&E Coordinator - South			
Personal Attributes		Relationships	
Adapt and Respond to Change	4	Communicate Effectively	4
Display Resilience	4	Commitment to Customer Service	4
Act with Integrity	4	Influence and Negotiate	2
Manage Self	3	Work Collaboratively	4
Results		Business Support	
Deliver Results	3	Finance	2
Plan and Prioritise	4	Technology	3
Think and Solve Problems	3	Procurement and Contract Management	1
		Project Management	2
Demonstrate Accountability		4 – Highly Advanced 3 – Advanced 2 – Intermediate 1 - Foundational	
People Leadership	2		
Manage and Develop People	2		
Inspire Direction and Purpose	3		
Optimise Business Outcomes	3		
Manage Reform and Change	1		

It is agreed that these are the primary requirements for the position of the F&E Coordinator-South. However, there is an expectation that this position may perform, or learn other duties, as required by Cancer Council Tasmania. Where the requirements and tasks vary significantly, both parties agree to discuss these variations and draft a new Position Description which reflects agreed variations. It is understood by both parties that this position description forms an integral part of the feedback process between the employee and the Director therefore the entire document will be considered during any performance assessment.

#### EMPLOYEE

Signature:

Name:

Date:

#### CCT MANAGEMENT

Signature:

Name:

Date: