

POSITION DESCRIPTION

Cancer Council Australia is the leading national non-government cancer control organisation. We develop and promote independent, evidence-based policy and information on cancer prevention, detection, treatment and care. We support our members, the eight state and territory Cancer Councils, to: undertake and fund cancer research; prevent and control cancer; and provide information and support for people affected by cancer.

JOB TITLE:	Campaign Project Officer	DIVISION:	Cancer Control Campaigns and Communications
LOCATION:	Sydney	STATUS:	12 month contract
REPORTS TO:	Head of Campaigns	HOURS:	35 hours per week
AWARD:	Private Sector Clerks Award Level 3	AWARD: <input checked="" type="checkbox"/> YES	AWARD: <input type="checkbox"/> NO
POSITION NO:	CCA-MC-17-2025	LAST UPDATED:	April 2026

Organisational context

As Australia's leading cancer charity, Cancer Council unites the community, provides support, invests in research and saves lives. We are proud to work across all stages of the cancer journey from prevention to end of life.

Cancer Council Australia's key strategic priority areas are research, prevention, support, policy, advocacy and sustainability.

Role description

The Campaign Project Officer is an integral role within the Cancer Control Campaigns and Communications division, supporting the Campaign Team.

This role provides an opportunity to support the operational delivery of national integrated marketing campaigns that reduce the incidence and mortality of cancer.

Working closely with the Campaign Project Manager, you will assist in coordinating timelines, processes and day to day project activities, and provide operational support across the development, delivery and instruction of supporting campaign creative materials and assets. You

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will also support the preparation and coordination of stakeholder communications, ensuring updates are clear, timely and accurate.

You will play a key role in ensuring campaigns run smoothly, supporting workflow across internal teams and external partners, and maintaining accurate documentation and tracking.

This is a fast paced and collaborative role suited to someone who is highly organised, proactive and enjoys working across a variety of tasks and stakeholders.

Primary Accountabilities

Project coordination

- Supporting project planning including timelines, milestones and deliverables across campaign activity.
- Assisting the Campaign Project Manager to ensure work remains on schedule and aligned to contracted deliverables.
- Maintaining project documentation including trackers, timelines and status updates.
- Contribute to continuous improvements such as supporting improvements to systems, templates and processes across the Campaigns Team to improve efficiency and consistency.

Workflow and process support

- Supporting RACCI and workflow coordination across internal teams and external partners.
- Assisting in coordinating campaign meetings, including the tracking of actions, decisions and timely follow ups to ensure effective delivery and accountability.
- Monitoring key campaign deliverables and escalating risks or delays to the Campaign Project Manager.

Campaign governance and approvals

- Supporting campaign approvals processes by preparing and tracking documentation across internal and external stakeholders.
- Ensuring documentation is complete, accurate and aligned with governance requirements.

Budget and finance support

- Assisting with budget tracking, invoice processing and purchase orders in collaboration with the Campaign Project Manager and the Finance team.
- Supporting the preparation of financial documentation required for reporting, including reconciliations.

Agency and vendor coordination

- Supporting coordination with external agencies including creative, media and research partners to ensure effective collaboration across integrated campaign activities.
- Assisting in tracking agency timelines, deliverables and key milestones.

Creative support

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- Supporting the Campaign team with the operational delivery of creative assets, ensuring that they are accurately reflected in implementation plans, and all approvals are tracked and documented.
- Assisting in the organisation of creative assets and guidelines, including file management, and ensuring that assets are easily accessible to relevant stakeholders.

Stakeholder communication

- Supporting the preparation of regular project updates, reports and communications to internal and external stakeholders.
- Assisting in maintaining strong working relationships across internal teams, the Cancer Council Federation and external agency partners.

Evaluation support

- Assisting with evaluation processes through coordination with research partners.
- Supporting the preparation of evaluation materials and reporting.

Other Accountabilities

- Work Health and Safety:
 - Provide a safe workplace.
 - Promote and implement health and safety policies and procedures.
 - Ensure employees are trained in the safe performance of their assigned tasks.
 - Provide adequate resources to meet the Cancer Council's commitment to health and safety.

Any other duties that may be required to meet the needs of the business.

Main Challenges

- Managing multiple tasks and priorities in a fast-paced environment.
- Supporting delivery across a complex stakeholder network including Government and Federation partners.
- Synthesising information from multiple sources into clear, concise updates for a wide range of stakeholders.
- Maintaining accuracy and attention to detail while working to tight timelines.
- Keeping project documentation, trackers and approvals up to date in a fast-moving environment.

Key Relationships

Position reports to the Head of Campaigns, with day-to-day support and guidance from the Campaign Project Manager.

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Position works closely with the following roles:

- Campaign team (Snr Manager, Manager and Officers)
- Wider Cancer Control Campaigns & Communications team (Media & Communications Team and Digital and Content Team)
- Operations team: Finance, Legal, Contracting, People & Culture
- Cancer Council committees
- Cancer Council Australia staff
- Federal Government & other external stakeholders

Selection Criteria

Essential:

- Tertiary qualifications in marketing, communications, public health, project management or a related discipline.
- Approximately 2-4 years experience in project coordination, account management, marketing, communications or a similar role.
- Experience supporting project or campaign delivery including timelines, coordination and tracking of tasks.
- Experience working with external vendors such as agencies or suppliers.
- Strong organisational skills and attention to detail, with the ability to manage multiple tasks and deadlines.
- Strong written and verbal communication skills, with the ability to provide clear and timely updates.
- Ability to work collaboratively across a range of internal and external stakeholders.
- Proficiency in MS Office and familiarity with project tracking tools or systems.
- A proactive and team-oriented approach with a commitment to Cancer Council's purpose.

Desirable

- Experience working in a public health, social marketing or government funded environment.
- An interest in contributing to equitable outcomes for priority populations.

APPROVED BY:

Date:

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