

POSITION DESCRIPTION



Position Title: Cancer Programs Support Officer (Part time, 14 hours per week)
Work Level: Operational (1)

Reports to

Manager, Community Partnership and Populations Programs

Supervises

N/A

Position Overview

The Cancer Programs Support Officer will support delivery of health promotion projects focused on cancer including:

- Bowel screening – Contribute to an increase in screening participation for the National Bowel Screening Program through target campaigns and community engagement.
- Healthy lifestyles - Promote smoking cessation and alcohol reduction for LGBTQ communities in NSW.
- Breast screening – Contribute to an increase in screening participation for breast screening among eligible LGBTQ people in NSW.
- Cervical screening – contribute to an increase in screening participation for cervical screening among eligible LGBTQ people in NSW.

The role involves supporting the Cancer Programs Officer in delivering ACON's cancer screening and prevention work. Aspects of event management, health promotion content development, community engagement, communication plans and peer education and outreach activities will be required.

Main Activities

- Under guidance of the Manager, Community Partnership and Populations Programs maintain partnerships with relevant funders and stakeholders to support ongoing collaboration.
- Assist in the planning, scheduling, delivering and evaluating of activities and outputs of your project(s) to achieve established goals and objectives in line with the ACON Business Plan and relevant funding requirements.
- Provide support to the Cancer Programs Officer in the planning, designing and delivery of community cancer awareness campaigns.
- Support in building and enhancing partnerships with key individuals, communities, and community groups to further engage these in the promotion and championing of your project(s).

HUMAN RESOURCES USE ONLY		
APPROVED Manager Community Partnerships and Population Programs	Cancer Programs Support Officer	16/4/2021

- Create and maintain strong and sustainable networks with target populations within the LGBTQ communities in NSW, working with ACON staff, including rural and regional areas.
- Maintain appropriate administrative records and written reports.
- Perform other duties to assist with the work of the unit as requested by your supervisor (or designate).
- Actively participate in and contribute to unit meetings, team meetings, general staff meetings as requested by Manager.
- Occasional evening and weekend work may be a requirement.

Selection Criteria:

Essential

1. Proven ability to organise, prioritise and meet deadlines, in particular when there are competing demands and contracted timeframes, and strong administration and organisational skills.
2. Demonstrated ability to engage with a range of internal and external stakeholders, including community groups and health services.
3. Excellent communications skills, both written and verbal, and the ability to compose reports and documents clearly and concisely.
4. Understanding of and commitment to ACON's communities, particularly lesbian, bisexual and queer women and other LGBTIQ people.

Desirable

1. Experience creating campaigns and/ or engagement strategies (including face to face and online) is highly desirable
2. Professional qualifications or equivalent work experience in health, welfare, human services, arts services, online engagement or a related field.
3. Experience with back-end website platforms (e.g. Squarespace, WordPress)