



- **Are you a committed community fundraising and events professional?**
- **Work for a leading children's cancer support charity**
- **Part- time position on 12 month contract with the possibility of extending to FT**
- **Grow our community fundraising events, our signature event "Talk Like a Pirate Day" and coordinate our family social events.**

About the Organisation:

Childhood Cancer Support (<http://www.ccs.org.au>) was formed in 1975 with an initial focus on advocacy and improvement in treatment for childhood cancers and leukemia (facilities, skilled personnel & specialised equipment). But this focus rapidly expanded to include emotional and financial support, as well as the need for specialised residential family accommodation for regional families with children undergoing cancer treatment. We provide a place to call home for Queensland's regional families as they navigate the difficult journey of childhood cancer.

Childhood Cancer Support is a strongly family-focused not-for-profit organisation, providing support to the affected children (0-18 years of age), their families and communities throughout each stage of the cancer journey. **That's what makes our organisation so unique!** We believe in keeping the family unit together by providing accommodation just like home so the whole family can support one another during this difficult time.

With a small team of dedicated staff and a wonderful pool of volunteers, Childhood Cancer Support provides support to affected children and their families through accommodation, transport, financial assistance and emotional support.

With the relocation of the Royal Children's Hospital based at Herston, to Queensland Children's Hospital at South Brisbane in recent years, Childhood Cancer Support has been through significant changes to ensure their accommodation and transport facilities and services are of a high standard.

There are 3 campuses of accommodation currently available at Childhood Cancer Support for children with cancer and their families. Locations are Herston, South Brisbane and Woolloongabba.

About the Role:

We are looking for an experienced professional to join our high performing team in an exciting newly developed role as our Community Fundraising & Events Officer. Initially this role will be part-time (3 days per week) on a 12 month contract with the possibility of expansion into a full-time role dependant on successful growth of our fundraising income.

The Community Fundraising & Events Officer is responsible for the implementation, growth, successful delivery and profitability of core fundraising events for all Childhood Cancer Support events, including our annual fundraising event "Talk Like a Pirate Day". In addition, this position is key to delivering events for our families including our annual Camp Crystal, monthly family BBQ, school holiday events and family Christmas Party.

A key component of this position is to increase community fundraising events throughout Queensland and Northern NSW to increase fundraising revenue for Childhood Cancer Support and expanding our reach into the community.



The position will assume full responsibility for the community fundraising plan, and events calendar.

We require a professional person who can hit the ground running by building positive relationships with our supporters and people within the community who wish to fundraise for Childhood Cancer Support.

This is not a job for the faint hearted!! We are looking for an experienced community fundraiser and events professional that can take Childhood Cancer Support to the next level by increasing our community fundraising revenue and awareness of our organisation.

This is a wonderful opportunity for a dedicated professional with a strong appreciation for not-for-profit organisations.

Key Selection Criteria:

Essential Skills and Experience

1. Tertiary qualifications in fundraising, marketing, event management or related field
2. Administrative qualifications or experience
3. Demonstrated advanced experience delivering internal and community fundraising events for a charitable organisation. Success will be determined by increase in net fundraising income and events delivered within timeframes and budgets
4. Proficient in creating and executing a fundraising plan
5. Demonstrated ability to manage simultaneous projects
6. Demonstrated effective organisational, time and program budget management skills
7. High level of accuracy
8. Advanced experience in Microsoft Office applications (Word, Excel, Powerpoint, Outlook)
9. Excellent written (copy writing) and oral communication skills
10. Public speaking
11. Member of Fundraising Institute Australia and adherence to professional Code of Ethics

Desirable Skills and Experience

- Experience working with a children's charity
- Experience with Salesforce CRM

What's on Offer:

- Be part of a socially conscious organisation that is giving back.
- Part-time ongoing role – 3 days per week initially on 12 month contract with possibility of full-time. Some additional hours will be required for functions from time to time.
- Location at our Woolloongabba office.
- Professional development opportunities relevant to the role
- Salary sacrificing available that increases take home pay.

Applications:

If this role sounds like the opportunity you've been looking for, **please submit your application (CV, addressing selection criteria and a cover letter required) outlining your suitability for the role.**

Let us know why YOU are the right person for this role and what you can offer our families and Childhood Cancer Support.



Please note that only applicants meeting the selection criteria outlined above will be contacted as part of the short-listing process.

All applications will be treated as strictly confidential.

All enquiries please contact
Helen Crew, General Manager
helen@ccs.org.au

Applications close 12 April 2019. However, we encourage you to apply NOW as we are ready to recruit and will be shortlisting immediately as applications are received.



Position Description

Position:	Community Fundraising & Events Officer
Employment Status:	Part-time – 22.5 hours per week (3 days per week); 12 month contract with a possibility of full-time.
Salary:	\$36,000 p.a. PT (FTE \$60,000 p.a.) plus super and salary sacrificing.
Location:	Woolloongabba
Reports to:	General Manager
Key Relationships:	General Manager Digital Marketing & Communications Specialist Community Fundraising volunteers Central Committee of Management Childhood Cancer Support staff Childhood Cancer Support families Ambassadors Event Volunteers
Key External Relationships:	External fundraisers and donors Event organisers Sponsors, businesses and community members General community Queensland Health and Hospital staff
Organisational Accountabilities:	Childhood Cancer Support Constitution Code of Conduct Confidentiality Agreement Workplace Health & Safety Policy & Legislation CCS external media relations protocol

About Childhood Cancer Support

Childhood Cancer Support is a not-for-profit organisation who, for the past 44 years, has been dedicated to providing regional families affected by childhood cancer a place to live that looks and feels like home whilst in Brisbane undergoing cancer treatment.

Childhood Cancer Support supports regional families who find it difficult to access affordable accommodation while their child is undergoing treatment. The average stay for our families is a demanding and challenging 6-10 months.

Childhood Cancer Support provides 13 family styled units at our Herston accommodation facility which is suitable for medium-long term stays. Units range in size from 1, 2 or 3 bedrooms. Childhood Cancer Support is transitioning from our accommodation in Herston (near the Royal Brisbane Hospital) to South Brisbane to be close to the Queensland Children's Hospital (formerly Lady Cilento Children's Hospital). This is in order for our children and families to be near the hospital whilst undergoing specialist oncology treatment.

In 2016, Childhood Cancer Support opened an additional four new units in its South Brisbane facilities which is suitable for medium-long term stays for families. In addition, there are three short stay accommodation rooms available at our Woolloongabba office. Our South Brisbane and Woolloongabba accommodation is only a 5 minute walk to the Queensland Children's Hospital.

Our Mission

To provide stability to the lives of children undergoing treatment for cancer and their families through the provision of specialised accommodation, emotional and financial support, transportation and recreational therapies.

Our Vision

That all regional families have equal access to accommodation and tailored family support services to help them cope when their child is diagnosed with cancer.



Organisational Values and Standards

Childhood Cancer Support focuses on building support pathways for families affected by childhood cancer.

It is expected that all staff members will contribute to realising the Childhood Cancer Support's Vision for the support of families.

Childhood Cancer Support values personal qualities such as teamwork, flexibility, innovation, commitment and dependability. The organisation insists upon the maintenance of workplace ethics and at all times staff must remain loyal to the organisation, the Central Committee of Management and colleagues and ensure confidentiality in all matters.

Purpose of the Role

The Community Fundraising & Events Officer is responsible for the implementation, growth, successful delivery and profitability of core fundraising events for all Childhood Cancer Support events, including our annual fundraising event "Talk Like a Pirate Day". In addition, this position is key to delivering events for our families including our annual Camp Crystal, monthly family BBQ, school holiday events and family Christmas Party.

A key component of this position is to increase community fundraising events throughout Queensland and Northern NSW to increase fundraising revenue for Childhood Cancer Support and expanding our reach into the community.

Duties and Responsibilities

Community Fundraising

- Create and execute a community fundraising strategy aimed to increase revenue and expand our reach
- Increase community fundraising events and our Heartfelt Heroes initiative in Queensland and Northern NSW to increase fundraising income
- Assist with community fundraising enquiries
- Review Childhood Cancer Support's fundraising guidelines, making sure fundraisers adhere to best practice fundraising policies. This can include assisting with operational requirements, e.g. insurance, legislative, reporting and volunteer support
- Engage and maintain relationships with community fundraisers to ensure they are supported throughout their fundraising activities
- Improve retention and loyalty of community fundraisers with exceptional stewardship and relationship building via phone, sending thank you notes/certificate of appreciation and organising appreciation events.
- Attend community fundraising events as appropriate
- Forecast income, monitor and maintain expenditure
- Monthly reporting to monitor and improve ROI for all fundraising activities
- Maintain/update third-party fundraising platforms in conjunction with marketing staff at Childhood Cancer Support
- Maintain and update community fundraising section of website in conjunction with marketing staff
- Assist with project managing and increasing participation and income from third-party community fundraising events such as Bridge to Brisbane, fun runs etc.
- Identify opportunities to grow Childhood Cancer Support's portfolio of events and profile within the third-party challenge events space
- Trade displays at internal and external events



Event Coordination – Childhood Cancer Support fundraising events

- Responsible for all aspects of event coordination from the initial inception and scoping, through to delivery, e.g. our signature event - Talk Like a Pirate Day™, corporate dinners.
- Manage the day to day logistics of all fundraising events through detailed project management
- Appoint and manage event volunteers
- Maximise opportunities for Childhood Cancer Support through developing relationships with potential event sponsors and suppliers
- Build positive stakeholder relationships
- Forecast income, monitor and maintain expenditure

Event Coordination – Childhood Cancer Support family events

- Coordinate monthly family BBQs
- Assist Camp Committee with annual Camp Crystal event
- Project manage and coordinate annual Family Christmas Party
- Coordinate school holiday programs for families
- Other family events as required

Relationship Management

- Recruit, manage and support fundraisers within the community, helping them to achieve their fundraising potential to meet income targets
- Identify key supporters to develop and nurture, ensuring long-term repeat support of Childhood Cancer Support
- Update and maintain records on CRM (Salesforce)

Administration

- Provide administration support for all in-house events and community fundraising events
- Manage the authority to fundraise log for community fundraisers

Reporting, Evaluation and Accountability

- Work with the General Manager and Digital Marketing & Communications Specialist to develop an annual Operational Plan for community fundraising programs and provide input into the overall initiatives annual budget.
- Execute community fundraising program within agreed budgets and evaluate the ROI effectiveness.
- Monitor the impact of all community fundraising activities and prepare and analyse data for monthly reports.
- Work with the finance department on financial reconciliation.
- Monthly analysis data and other statistical information to forecast project income and develop community fundraising calendar of budget activities.
- Provide monthly updates and monitor performance tracking against the expected YTD figures.
- Conduct continual review for all activities, detailing success, problems and suggested improvements to implement for future activities.
- Maintain up-to-date knowledge on latest research and opportunities that exists for community fundraising relevant to the role.
- Maintain accurate CRM records with information relevant for the fundraiser.
- Undertake risk analysis of activities

Internal Reporting & Communication

- Provide ongoing updates to the General Manager
- Liaise and participate in regular meetings on fundraising with the Digital Marketing & Communications Specialist and General Manager



Selection Criteria

Essential Skills and Experience

1. Tertiary qualifications in fundraising, marketing, event management or related field
2. Administrative qualifications or experience
3. Demonstrated advanced experience delivering internal and community fundraising events for a charitable organisation. Success will be determined by increase in net fundraising income and events delivered within timeframes and budgets
4. Proficient in creating and executing a fundraising plan
5. Demonstrated ability to manage simultaneous projects
6. Demonstrated effective organisational, time and program budget management skills
7. High level of accuracy
8. Advanced experience in Microsoft Office applications (Word, Excel, Powerpoint, Outlook)
9. Excellent written and oral communication skills
10. Member of Fundraising Institute Australia and adherence to professional Code of Ethics

Desirable Skills and Experience

- Experience working within the paediatric oncology field
- Experience with Salesforce CRM

In addition to the duties listed above all staff are expected to:

1. Respect and abide by the vision and mission of the organisation
2. Ensure that their conduct is consistent with provisions of the Code of Conduct
3. Comply with relevant organisational policies and procedures
4. Comply with Workplace Health and Safety framework including policies and procedures
5. Carry out general administrative functions related to role and to the effective and efficient functioning of the company as a whole. This will include the use of computer-based calendar and information management systems.
6. All staff to hold a current working with children Blue Card.

CONDITIONS OF EMPLOYMENT

The Community Fundraising & Events Officer position is a part-time position (22.5 hours per week or 3 days per week) initially for a 12 month contract period with a possibility of extension to full-time hours. When required the hours worked may vary according to the organisational needs. At the discretion of the General Manager, the Community Fundraising & Events Officer will be required to participate in staff training. Further conditions of employment are detailed in the Employment Contract.



CHILDHOOD
CANCER SUPPORT

Attributes

- An intelligent, self-motivated individual with strong interpersonal and communication skills
- Be comfortable working in a lean structure, have strong ethical and moral standards and be willing to assume personal accountability
- A genuine empathy for families and children affected by a life-threatening condition
- A solid team player working within a small team
- Ability to think outside the box
- The desire to excel in and exceed the expectations of the role
- Excellent communication skills with a thoughtful and direct style
- A willingness to be flexible towards hours of work, duties and working arrangements
- A self-motivated and enthusiastic approach to meeting the objective of the team
- The ability to manage work flow and prioritise tasks to meet required time frames
- A high degree of professionalism and appropriate personal presentation
- The ability to solve problems, multi-task and offer creative solutions to issues
- The ability to accept, embrace and promote organisational change
- Ability and willingness to use initiative
- To contribute to and be part of a team environment which includes:
 - Demonstrated initiative, positive attitude, friendly, approachable disposition, maturity and ethics
 - Sound understanding of active contribution to a team-based culture
- Excellent verbal and written communication skills.
- Strong customer service focus, ethical standards and sense of loyalty.
- Hold a current clean driver's licence

The following signatures are required to indicate understanding, agreement and approval of the Position Description.

Agreed:

Dated:

Approved:

Dated: