

We are looking for a South West Centre Coordinator to join the Cancer Council WA team and be part of our vision.

Who we are

At Cancer Council Western Australia we believe that every day is an opportunity to beat cancer. We work with our community to reduce the incidence and impact of cancer. We do this through advocacy, research, education, and providing people affected by cancer with support to enhance their quality of life. We have an opportunity to join the team and be part of our meaningful vision.

Tell me more!

We have an opportunity to join our South West Cancer Support Centre team. As a Centre Coordinator based in Bunbury, you will be primarily responsible for the day to day supervision and effective, safe operation of the South West Cancer Support Centre. Your other main responsibilities will include:

- Support the development and implementation of both the strategic and operational plan of CCWA
- Support cancer patients, carers and their families and identify appropriate course/s of action such as referrals to the Cancer Support Coordinators and suitable programs and services using tools and information provided.
- Coordinate the Volunteer Transport Program
- Coordinate the Wig Service Program
- In conjunction with the Volunteer Development Manager, recruit, train, coordinate and support volunteers in your region
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Who are you?

To be successful in this role you will have the following key attributes:

- A tertiary qualification in health, management or hospitality or previous experience in delivering human services and community centre coordination.
- Well-developed relationship management, leadership and communication skills
- Experience in administration tasks such as record and book keeping
- Ability to work autonomously
- Experience working with volunteers
- Demonstrated understanding of and commitment to the values of Cancer Council WA
- Have a positive approach to the workplace
- Actively foster the development of a culture consistent with the values of Cancer Council WA.
- Experience in providing support to people diagnosed & living with cancer is desirable

This position is part time, 15 hours per week (Thursday and Friday).

In this role you will enjoy:

- Working amongst leaders in supportive care
- A collaborative and supportive team culture
- Benefits of not-for-profit salary packaging

We are making progress towards our vision of a cancer-free future; join us to be part of the vision.

How to apply for this role

To submit your application in strict confidence, please include a covering letter clearly outlining how your skills and experience match the key attributes of the role as well as your résumé.

Please note: You will be required to provide proof of ability to work permanently in Australia. Working holiday visas will not be considered.