

Our purpose

To reduce the rate and impact of cancer through best practice prevention, research and support.

Position description and person specification

Position title:	Prevention Coordinator	
Unit:	Fundraising and Engagement	
Department:	Prevention	
Location:	202 Greenhill Road, Eastwood	
Manager:	Prevention Programs Manager	
Employment:	Full time until 30 June 2026	
Last updated:	September 2025	By whom: Prevention Programs Manager

Cancer Council SA

- has worked resolutely since 1928 to deliver cancer research, prevention, and support services
- is the state's leading independent, cancer-related, non-government organisation, dedicated to reducing the impact of cancer for all South Australians
- invests in three main strategic objectives: research, prevention and support
- is uniquely positioned as a resource for action and a voice for change towards a cancer free future
- is committed to The National Principles of Volunteer Involvement and Management
- maintains a non-smoking workplace and provides assistance with quitting
- requires employees and volunteers to promote cancer-preventing healthy lifestyle practices and behaviours, as outlined in organisational policies

Our core values are represented by three value statements:

 <p>Care</p> <p>We are driven to make a difference for all—those we serve, our teammates, our partners and ourselves.</p>	 <p>Integrity</p> <p>We strive to do the right thing always, act truthfully and honourably, be our authentic selves, be inclusive and embrace diversity.</p>	 <p>Excellence</p> <p>We work as one team and constantly push ourselves to be the best we can. We arrive every day inspired to make an impact through our talents, passion and commitment.</p>
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Unit role and objectives

Fundraising and Engagement

The Fundraising and Engagement Unit ensures a strategic and coordinated approach to our internal and external representation and enables the organisation to meet our strategic objectives through strategy development, advocacy, brand positioning, fundraising and stakeholder relationships. As part of the Fundraising and Engagement Unit the Prevention team delivers our comprehensive strategies aimed at reducing the impact of cancer.

These include strategies to prevent cancer, population screening for early detection of cancer and pre-cancerous lesions, as well as advocacy and public policy efforts.

Through a range of strategies the unit will:

- advocate for policy and environments that support cancer prevention and screening in the South Australian community;
- raise awareness of and influence behaviour change, focussing on the modifiable risk factors for cancer; and
- ensure equity of access to culturally appropriate education, training and information regarding cancer prevention for all South Australians.

Overall, the Prevention team aims to reduce the morbidity and mortality of preventable cancers through evidence-based and best-practice programs, projects and campaigns.

Position overview

The Prevention Coordinator will implement the SunSmart Schools and Early Childhood Program and support other prevention activities in line with Cancer Council SA targets.

The Prevention Coordinator will deliver the SunSmart Schools and Early Childhood Program across South Australia. This will include liaising with education sector stakeholders, recruiting new schools, early childhood centres and OSHC members to the program and maintaining the existing membership base, update resources related to the program, managing the SunSmart database in Salesforce and managing administrative tasks associated with the program. The Prevention Coordinator will also support other prevention activities in portfolios including but not limited to nutrition, alcohol and physical activity and skin cancer prevention.

Reporting relationships

This position reports to:

Prevention Programs Manager

Number of staff reporting to position:

Nil

Key accountabilities (outcome based)

- work with education stakeholders to promote and recruit to the SunSmart Schools and Early Childhood Program
- engage with current SunSmart members and maintain membership numbers through the regular review of policy and practice against national SunSmart criteria
- deliver presentations to the education and care sectors on request to promote the SunSmart Program and best practice strategies

- manage the SunSmart database and program tasks within Salesforce (CRM system) and produce reports, as required
- represent Cancer Council SA on the National Schools and Early Childhood Working Group, as required
- ensure information resources such as printed material, electronic fact sheets and webpages are up to date and reflect current evidence.
- contribute to the planning and implementation of various relevant health promotion activities to support the broader Prevention Team in the portfolios including but not limited to nutrition, alcohol and physical activity and skin cancer prevention
- other tasks, as required

Protect your own health and safety and that of others by:

- complying with and actively contribute to the development of organisational policy and safety systems
- following reasonable instructions and training and complying with organisational policy and safety systems
- identifying and reporting workplace hazards and incidents to their supervisor
- complying with Cancer Council SA's OHS&W policies and procedures
- providing a safe working environment for all staff (paid and voluntary), contractors and invitees
- ensuring that your staff (paid and voluntary), contractors and invitees comply with policies and procedures as updated from time to time

Special conditions

- the successful applicant must be a non-smoker
- intra/inter-state travel, out of hours and weekend work may be required
- appointment will be subject to a satisfactory police check and may require a further Department of Human Services clearance

Person specification (knowledge, skills and experience)

- a tertiary qualification in a relevant science, health promotion/public health or education discipline or equivalent work experience
- experience working with the education and/or care sector (desirable)
- experience working with customer relationship management (CRM) systems (desirable)
- knowledge and experience in the delivery of health-related programs or projects, including administrative requirements
- confidence in public speaking
- experience in developing and maintaining effective relationships and partnerships
- excellent time management and organisational skills
- demonstrated ability to work autonomously as well as part of a team
- excellent oral and written communication skills
- high attention to detail

Signatories

Incumbent

Name: _____

Signature: _____

Date: _____

Manager

Name: _____

Signature: _____

Date: _____