



**Business Development & Communications  
Administration Officer  
POSITION DESCRIPTION**

<b>Position Title</b>	<b>Business Development Administration Officer</b>
<b>Location</b>	ACCF Office – Level 5, 269 Wickham Terrace, Fortitude Valley, QLD, 4006
<b>Work Unit</b>	Development and Sustainability
<b>Employment Status</b>	Part time
<b>Position Reports To</b>	Fundraising Manager
<b>Volunteers Responsible For</b>	N/A
<b>Hours</b>	15 hours per week
<b>Award Classification</b>	SCHaDS Award Level 2/1
<b>Date of Approval</b>	December 2020

**Cultural Requirement**

As a not-for-profit, ACCF requires all members of the team to be supportive of each other, with a genuine regards for them as well as those they come into contact with during the course of their work. At ACCF we believe that caring for yourself and your health, is an essential part of being able to care for others.

We are a group of individuals, who collaboratively seek to make a positive difference to women’s health through our particular roles and responsibilities at ACCF. We are prepared to go outside our set position description where required and able, especially when a colleague need assistance.

**Organisational Context / Environment**

Australian Cervical Cancer Foundation, (ACCF):

- Is an Australian registered charity whose mission is to protect and enhance women’s health by eliminating cervical cancer and enabling treatment for those impacted by cervical cancer and related health issues, in Australia and in developing countries.
- ACCF aims to create an effective, innovative and compassionate organisation and culture.

ACCF is a small organisation with predominantly part time staff based in Brisbane and relies on the generosity, goodwill and support of volunteers and donors to raise funds and promote our preventative health measures and profile throughout Australia.



### **Purpose of Position**

This role of Business Development Administration Office is to provide support to the Development and Sustainability Team which consists of Fundraising and Marketing. It is responsible for providing a wide range of administration services as well as being a key contact for donors, sponsors and other associated groups. The role will assist in the development of fundraising programs, campaigns and related communications in order to raise the public profile of ACCF, increase support and income as well as create awareness about cervical cancer and HPV prevention.

### **Duties and Responsibilities**

#### **Duties include but are not limited to:**

- Provide general support to the Development and Sustainability Team (working with internal and external stakeholders) through all matters related to fundraising and communications.
- Work on Awareness and Fundraising campaigns as and when required.
- Prepare and correlate donor/supporter correspondence.
- Foster relationships with fundraisers, supporters, donors and those wishing to assist ACCF.
- Assist with the Donor Stewardship Program.
- Liaise with Community Fundraisers, processing their application etc.
- Assist in the preparation of reports for senior management and the Board.
- Work with the team to prepare timelines, budgets and work plans
- Attend relevant events that will support the organisation's public profile, if and when required.
- Other general administrative duties when required.

***Please note that the duties outlined in this position description are not exhaustive, and only an indication of the role. ACCF may direct you to carry out duties considered within your level of skill, competence and training.***

### **Key Internal Relationships**

- Responsible to the Development and Sustainability Team Management Team.
- Effective working relationships with all ACCF employees and volunteers.



### **Key External Relationships**

- General Public
- Fundraisers
- Supporters
- Media Representatives
- Government representatives
- Health professionals
- Corporate sponsors
- Volunteers and other stakeholders

### **Key Skills and Characteristics Required**

- High standard of communications skills, both written and verbal.
- Good Administrative and organisational skills with exceptional attention to detail.
- Excellent time management skills and the ability to prioritise within a busy environment
- Experience in fundraising/ marketing/communication
- Excellent IT skills including Microsoft Office products, knowledge of Microsoft 365 (or willingness to learn) and understanding of CRM systems.
- Proficiency in Canva with basic Photoshop skills
- Ability to work as part of a team as well as the initiative to work with minimum supervision.
- A genuine empathy for those impacted by cervical/ or other cancer and their families.

### **Additional Factors**

- Ability to apply initiative - be proactive, adaptable and creative.
- An understanding or compassion for health issues.
- Working with children check/police check or agreement to obtain one if required.
- Willingness to work within ACCF Policies and Guidelines.

### **Managing Personal Finance**

ACCF staff are responsible for the submission of fortnightly timesheets, as well as any approved expense reimbursement forms. Receipts and records must be retained.

### **Training**

ACCF actively supports ongoing training for staff and professional development, which will be discussed during performance reviews.



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**Position Funding**

Should funding for this position cease then employment will cease in accordance with the *Fair Work Act 2009*.

**Decision Making and Authority**

Works within the guidelines and parameters as defined by the Development and Sustainability Management Team.

*Approved by the CEO:*

*Date: December 2020*

*Incumbent:*

*Date:*

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