

Multicultural Health Equity Team
Administration Assistant- Refugee Cancer Program
15.2 hours per fortnight (0.2 FTE)
Fixed Term to October 2027

Make a meaningful difference in the lives of refugee and migrant communities.

Bendigo Community Health Services (BCHS) is seeking a highly organised and motivated Administration Officer to support our Multicultural Health Equity Team on an exciting program focused on improving cancer awareness, prevention, and support for people from refugee and migrant backgrounds.

This is an opportunity to contribute to initiatives that promote health equity, inclusion, and improved health outcomes for culturally diverse communities across our region.

About the Role

The Multicultural Health Equity Team works to build health equity and foster inclusion for new and established communities with lived refugee and migrant experience. Through collaboration with communities, service providers, and key stakeholders, the team identifies and addresses barriers to health and wellbeing, including health literacy, access to services, treatment pathways, and safe living.

As the Administration Officer, you will provide essential administrative support to the Cancer Support for People of Refugee Background Program, building on the success of work undertaken between 2022 and 2026.

The program is focused on expanding cancer education through the Adult Migrant English Program (AMEP), promoting healthy lifestyles, supporting cancer prevention and early detection, and improving engagement with cancer treatment and care navigation services.

Key responsibilities include:

- Coordinating meetings, agendas and minutes.
- Managing schedules, appointments and program activities.
- Supporting data collection, monitoring and reporting requirements.
- Assisting with financial tracking and budget monitoring.
- Maintaining accurate records and administrative systems.
- Providing administrative support to project activities and stakeholder engagement.

About Bendigo Community Health Services (BCHS)

BCHS has cared for the health and wellbeing of the Bendigo community for 50 years. We employ more than 280 people across a broad range of services.

The success of BCHS starts with our staff, who have a high level of professionalism and dedication, allowing us to deliver quality services for the community, with a particular focus on vulnerable people.

Added benefits of working with BCHS include:

- Salary packaging
- Purchasing leave
- Study assistance
- Training programs
- Novated leasing
- Fitness Passport

KEY SELECTION CRITERIA

Essential

- Demonstrated experience creating project management templates.
- Intermediate to high level skills in Microsoft Office programs and ability to develop skills using different databases.
- Demonstrated experience in financial monitoring and data collection for evaluation.
- Demonstrated ability to communicate with stakeholders and partners.
- Demonstrated ability to work in a multidisciplinary team.
- A current driver's license.
- A current employee Working with Children Check.
- The successful applicant will be required to undertake and complete a Satisfactory National Police Check.

Desirable

- An interest, or experience in the development of education resources.

For further information about the position contact Kaye Graves on 5406 1235

To view the position description please go to <https://www.bchs.com.au/careers/current-jobs>

Applications addressing the **Key Selection Criteria** should be emailed to recruitment@bchs.com.au

Bendigo Community Health Services encourages applications from individuals of all backgrounds and abilities.

Applications will be acknowledged upon receipt. Applicants are requested to contact Human Resources on telephone 5406 1555 if an automatic acknowledgement has not been received.