

RESEARCH ASSISTANT VOLUNTEER

INFORMATION PACK



About canteen

We get it. Just when life should be full of possibilities, cancer crashes into a young person's world and shatters everything.

We help young people cope with cancer in their family. Through Canteen, they learn to explore and deal with their feelings about cancer, connect with other young people in the same boat and if they've been diagnosed themselves, we provide specialist, youth-specific treatment teams.

No matter which role you are in, volunteering with Canteen is a chance to support young people rebuilding the foundations that crumbled beneath them when cancer turned their world upside down.

Life at canteen

Canteen is one of the most highly regarded not for profits in Australia (4th in fact) with one of the most recognisable brands across the country (who doesn't know about the bandanna!).

Volunteering with Canteen is an inspiring, rewarding and purposeful experience that really enables you to be at your best. Canteen has a passion for all things people and are continually working on ways to make our organisation an even better place to work. We have a culture we are proud of and want to find more people who share our commitment, enthusiasm and passion!

Through our regular staff and volunteer engagement surveys, we know that Canteen is fortunate to have one of the most passionate and committed workforces in Australia!



Job details



Position

Research Assistant
Volunteer



Location

Newtown, Sydney
Remote Online



Job type

Volunteer



Reports to

Research Manager



Direct reports

None



Closing date

26/01/2025



Benefits of Volunteering with Canteen

Volunteers are an essential part of all our service delivery and success - we could not do it without you!

Canteen not only offers volunteers the opportunity to make a difference in the lives of Young People Living with Cancer but provides you many other benefits such as:

- Being part of a positive, ambitious and high performing team
- Developing a professional network
- Having the opportunity to provide feedback regarding your experience
- Fun and enjoyment
- Sense of purpose and 'giving back'





Role Specifics

Job Purpose

Canteen has a vibrant and innovative research department that guides much of its clinical practices. This volunteer role directly supports the Impact Team and requires undertaking varied administrative and research tasks across a range of research and evaluation projects.

Duties and Responsibilities

Tasks typically include, but are not limited to:

- Conducting literature searches and reviews
- Writing summaries
- Completing data entry and cleaning
- Performing basic data analysis and interpretation
- Assisting with preparing reports and presentations
- Managing references using EndNote
- Assisting with general administrative and ad hoc research tasks

This role requires working with multiple members of the Impact Team.

The role requires the ability to work from home. If you live in Sydney, there may also be opportunities to work with the Impact team at Canteen's Newtown office



Role Specifics

Essential

- Completed at least 2 years of an undergraduate Psychology degree or similar
- Experience conducting literature searches
- Ability to use SPSS or similar statistical package
- Intermediate level Microsoft Word and Excel skills or above
- Knowledge of basic statistical analyses
- Eagerness to learn new skills and topics and the flexibility to adapt to quick changes in priorities

Desirable

- Ability to use EndNote or similar reference management software
- Experience using online survey management systems such as Qualtrics
- Intermediate Microsoft PowerPoint or above
- Experience with visual representation of data (eg graphs, infographics) or willingness to learn
- Experience with qualitative research methods (eg coding responses) or willingness to learn

This role may involve working from home, so access to suitable computer equipment and internet will be required.

Hours of work

We ask that volunteers commit to a minimum of 6 hours, 1 day per week.

We are also asking volunteers to commit to the role for a minimum of 6 months.

We know this is a large commitment of time, but it is vital to ensure our Impact team has the consistency required to ensure excellent outcomes.

Pre-engagement checks

As Canteen's work involves staff being in direct contact with children and young people, all staff, whether paid or unpaid are required to complete police and working with children checks, relevant to the state in which they will be engaged. Canteen also requires all staff, paid or unpaid to be fully vaccinated for COVID-19.

Canteen may conduct at least two reference checks on successful applicants and may also require proof of any professional qualifications stated on an application.

