

Skin Cancer Prevention Programme Manager

Reports to:	Head of Advocacy and Public Affairs
Contract Type:	Fixed Term – 12 months
Location:	Wellington

Our Kaupapa

Working together towards a future free from cancer is our vision and it guides everything we do at the Cancer Society. We are here for anyone affected by cancer, no matter who you are or what kind of cancer you are facing.

Our mission is to reduce the number of people who get cancer and to ease the impact it has on lives across Aotearoa, New Zealand. Our support is wide-ranging from emotional and practical help to transport, accommodation, advocacy, and funding for research and innovation.

The Cancer Society is deeply connected to the communities we serve across New Zealand. We work hand in hand with local people, to raise the funds that keep our services running and help us plan for the future.

Te Tiriti o Waitangi is at the heart of our work. We recognise Māori as Tangata Whenua of Aotearoa and are committed to upholding that role. Through our Strategic Plan and Equity Charter, we are focused on tackling the unfair gaps in cancer outcomes that affect Māori, Pasifika, and other under-served groups across the motu.

Position purpose - Whāinga te āhuatanga

The Skin Cancer Prevention Programme Manager has a pivotal role in delivering and evaluating national initiatives that reduce the incidence of skin cancer in Aotearoa New Zealand. This includes leading campaigns, partnerships, evidence reviews, and advocacy efforts that prevent skin cancer and promote the importance of early detection.

Working collaboratively across the health sector, government, and the Cancer Society Federation, the Programme Manager ensures the programme remains a credible, evidence-based, and equity-driven voice in cancer prevention, treatment, and support.

Over the 12-month period, the role has two key focus areas: delivering the existing national programme and leading a comprehensive review to inform future direction and investment.

Key accountabilities - Ki whanaungatanga

Skin Cancer Prevention Programme management and delivery

- Lead and manage the day-to-day centralised operations of the national component of the programme including work planning, coordination and partnering with Cancer Society divisions, monitoring progress, and ensuring consistency in delivery.

- Collaborate, plan and deliver in partnership our three-year nationwide campaign to raise awareness and promote prevention of skin cancer.
- Collaborate with the Marketing and Communications team to develop compelling messages tailored to diverse audiences.
- Support the national function to deliver a consistent and effective SunSmart in Schools programme by coordinating resources, messaging, and divisional engagement.
- Identify and explore potential corporate partnerships and funding opportunities to support long-term programme sustainability.
- Integrate and incorporate the perspectives of people with lived experience of skin cancer into programme planning, delivery and evaluation to ensure initiatives are person-centred and impactful.
- Ensure resources are current, accurate, and accessible by reviewing research, updating content, and coordinating with internal teams and partner organisations.
- Support the maintenance of the website and online resources, including updating content, managing resources, liaising with internal teams or external providers, and ensuring information is accurate, accessible, and user-friendly.
- Manage relationships with sector stakeholders and groups and the internal federation, to ensure coordinated efforts and shared goals.

Policy and advocacy support

- Support advocacy and policy actions to drive improvements in skin cancer advocacy outcomes including gathering, analysing, and applying data to ensure decisions and activities are supported by robust evidence and effective policy guidance.
- Work collaboratively to promote an evidence-based approach to policy and advocacy, ensuring initiatives are informed by current research and best practice.
- Collaborate with colleagues and partner organisations to develop and implement research-driven, evidence-based policy and advocacy activities that advance the programme's objectives.

Strategic skin cancer programme review

- Lead a comprehensive review of the national skin cancer programme, analysing current initiatives, outcomes, and stakeholder insights, and provide actionable, evidence-based recommendations to senior leadership and the board to support future strategic direction.
- Collaborate with the fundraising team and key stakeholders to identify and develop a sustainable funding approach that supports ongoing programme delivery, impact, and future initiatives.
- Assess and strengthen the SunSmart Schools initiative, providing recommendations for improvement and integration within the national programme.
- Develop recommendations for a future national skin cancer prevention programme, including scalable options based on varying levels of resourcing and investment.
- Identify potential funding and investment opportunities to ensure long-term programme sustainability.

Team contribution

- Contribute to a positive and open team culture across the National Office and wider Federation.
- Support the Head of Advocacy and Public Affairs by taking on additional responsibilities as required, demonstrating flexibility and initiative.

Qualification and experience

- Proven tertiary qualification in public health, communications, policy, or a related field.



POSITION DESCRIPTION

- Experience in strategic programme reviews and communication with senior management.
- Experience in campaign delivery, programme management, and stakeholder engagement.
- Understanding of marketing and communications and the digital environment.
- Familiarity with health promotion and advocacy in the New Zealand context.
- Ability to interpret and apply evidence to inform strategy and messaging.
- Skilled in building partnerships and managing cross-sector relationships.
- Understanding of skin cancer prevention strategies and public health principles.

Personal attributes

- Commitment to equity and improving outcomes for people affected by cancer.
- Strategic thinker with a proactive and solutions-focused approach.
- Empathetic and respectful communicator who values diverse perspectives.
- Team player who contributes positively to organisational culture.
- Flexible and adaptable, with the ability to manage competing priorities.