Volunteer Role Description

PalliativeCare
SOUTH AUSTRALIA

Role title:	PCSA Admin and Events Support Volunteer
Role reporting to and managed by:	Corporate Services Manager

Purpose of this volunteer role

Our Volunteers are all ages, cultures, skills, and experiences. We have Volunteers in Adelaide and others in country SA, with some working remotely. Volunteering may be for a short period of time or over a more extended period. However, our Volunteers all share a passion for helping our PCSA charity and peak body activities that support South Australians to live, die and grieve well.

About Palliative Care South Australia

Palliative Care South Australia (PCSA) is a leading charity and independent peak body representing palliative care providers, consumers and their families and those with an interest in palliative care in South Australia. PCSA was established in 1985 and is a membership-based organisation, supporting the individuals, families, carer's, community members, as well as specialist and generalist health care professionals working with South Australians experiencing serious illness, dying, death and grief. Collectively, the PCSA membership body holds tremendous knowledge and wisdom about the challenges the sector faces and the opportunities those challenges can bring. PCSA is a founding member of Palliative Care Australia.

Commitment and Time Required

- Regular volunteering: minimum 3 hours per month
- Minimum 6 months
- Availability: weekdays
- Location requirements:
    o Palliative Care South Australia office (Eastwood)
    o This role may include event attendance
    o This role may require driving
    o This role may be able to be performed from home

Main Tasks

- General office administration
- Basic data entry
- Printing and photocopying
- Resource packing/sorting/counting
- Collate members/event/awareness raising packs to be posted

Optional tasks
- Support for events and training (usually on the welcome desk)
- Supporting fundraising initiatives
- Basic data reports
- Liaise with stakeholders (as guided by corporate services manager)
- Any other tasks which may be suitable to Volunteer experience and skills

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Skills, experience, and attributes

Essential:
- o Skills:
  - o Good communication skills
  - o Good organisational and time management skills.
  - o Good computer skills and experience with Office365
  - o Ability to handle situations in a calm and considerate manner
  - o Ability to take initiative and prioritise.
- o Experience:
  - o Understanding of the range of lived experiences of people with life limiting conditions and their carers/family.
  - o Handling sensitive and confidential information with a high level of integrity and confidentiality
- o Attributes:
  - o Ability to maintain professional boundaries and confidentiality
  - o Ability to work in a team and always display organisational values

Desirable:
- o Experience with Office365, Surveymonkey, Humanitix

Requirements for the role

- National Police Check for all volunteers
- Working with Children check for some activities
- Vaccinations may be required for some activities
- Drivers Licence may be required for some activities

PCSA Requirements:
- Signed Volunteering Agreement
- Completion of PCSA Volunteer Village induction
- Read the PCSA VoliVillage Handbook

Reimbursement

- As per PCSA Reimbursement Policy, see Volunteer Village Handbook

Volunteer to sign indicating they agree and understand this Role Description	
Print Volunteer Full Name	
Signature	
Date	