

Role title:	Wish Memory Making Volunteer <i>Ambulance Wish SA program</i>
Role reporting to and managed by:	Corporate Services Manager

Purpose of this volunteer role

The Wish Memory Making Volunteer compiles the Wish Memory Book for printing and hands over to the Ambulance Wish Coordinator.

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](#). The AWSA Program is led by PCSA in partnership with St John Ambulance SA and Flinders University.

Commitment and Time Required

- Minimum 6 months volunteering
- Availability: weekdays
 - Each Wish requires approximately 5 hours
- Location requirements:
 - PCSA office
 - It is possible to do this virtually

Main Tasks

- Receive Wish Brief from Ambulance Wish Coordinator
- Receive wish handover from Wish Day Lead Volunteer and Photographer (including photos)
- Write the Wish Story
- Create Memory Book (Canva)
- Create Memory Video (optional)
- Upload all images, photobook and video to USB
- Liaise with Printer to organise printing of Memory Book

- Prepare ‘Thank you’ packs for Wish Team
- Produce AWSA certificates

- Optional
 - Upload Wish Story to AWSA Website Blog
 - Upload to Wish post to AWSA Social Media

Skills, experience, and attributes

- Training in marketing, communications or journalism
- Experience writing Copy
- Experience with Canva, design and layout
- Experience with proof reading.
- Experience in managing brand and messaging consistency
- Demonstrated ability to work in a dynamic team and display organisational values at all times.
- Flexibility to adapt to changing priorities and work in a fast-paced, dynamic environment.
- High level of integrity and professionalism in handling sensitive and confidential information.
- Strong understanding of the range of lived experiences of people with life limiting conditions and their carers/family.
- Basic knowledge of computer software.
- Experience working within the not-for-profit sector desirable.

Requirements for the role

- National Police Check for all volunteers
- 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	