

# Volunteer Role Description



<b>Role title:</b>	<b>Photographer</b>
<b>Role reporting to and managed by:</b>	<b>Ambulance Wish SA Project Coordinator</b>
<b>Paid / Volunteer</b>	<b>Volunteer</b>
<b>About Palliative Care SA</b>	
<p>Palliative Care SA (PCSA) is a leading South Australian charity and independent peak body representing palliative care providers, the community and people experiencing a serious illness, dying, death and grief. Our belief is that how we support the way we die in community is an indicator of the way we are as a society.</p>	
<b>About the Ambulance Wish South Australia program</b>	
<p>Ambulance Wish South Australia (AWSA) is the chance to give people living with a life-limiting condition the opportunity to fulfil a special wish and create memories that last forever.</p> <p>Wishes tend to be simple and special moments to treasure such as a visit to the beach for fish and chips, a final trip to country to connect with cultural heritage and ancestry or the chance to return home to meet a new grandchild.</p> <p>The Ambulance Wish program is a powerful reminder of how simple acts in these final days and weeks can bring joy and peace to our community.</p> <p>The AWSA Program is led by Palliative Care SA in partnership with St John Ambulance SA and Flinders University and is completely dependent on corporate partnerships, donations and community fundraising to ensure its objective is achieved. For more information: <a href="http://www.ambulancewishsa.org.au">www.ambulancewishsa.org.au</a></p>	
<b>Commitment and Time Required</b>	
<ul style="list-style-type: none"> <li>• <b>Commitment:</b> Minimum volunteer commitment 6 months</li> <li>• <b>Approximate Hours:</b> 1 wish every 6 weeks and 1 event every year</li> <li>• Approximately 8 hours per wish             <ul style="list-style-type: none"> <li>○ A Wish Day is approximately 4-hour day (can be more or less), plus a 15-minute teams planning meeting prior and 15-minute post wish debrief/evaluation. In addition to postproduction of the photos</li> </ul> </li> <li>• <b>Availability:</b> weekdays (occasionally out of hours or weekends)</li> <li>• <b>Location requirements:</b> <ul style="list-style-type: none"> <li>○ Attendance at various Palliative Care Services and general locations around SA (usually within 180km from Adelaide CBD)</li> <li>○ This role also includes working from home (ie. Post production and pre wish planning meeting)</li> </ul> </li> </ul>	
<b>Purpose of this volunteer role</b>	
<ul style="list-style-type: none"> <li>• To capture meaningful memories of the wish experience, which are provided to the wish recipient and shared on social media.</li> <li>• Images tell the story of the wish through a photojournalistic style, requiring minimal direction during the event and minimal post-production editing.</li> <li>• The photographs serve as lasting memories for the wish recipient and their families. In addition, promote the charity program Ambulance Wish SA and raise awareness of palliative care.</li> </ul>	

- Image consent is managed by **Ambulance Wish SA**. Photos are not watermarked or shared/used without the written permission of an Ambulance Wish SA representative. Volunteer Photographers are acknowledged in the Wish Story, Memory Book and relevant Social Media posts.

## Main Tasks

### Wish Photography

#### Pre-Wish

- Attend a short virtual briefing, typically lasting 15 minutes, prior to the wish.
- Read the Wish Care Plan, especially the photographers brief

#### Attend the Wish Day

- Be present from the start of the wish (either at the pick-up site or wish location) through to its conclusion at the wish location
- Follow the photographer brief in the Wish Care Plan
- Capture any additional magic moments during the Wish
- Ensure only to photograph people who have provided consent
- Regularly communication with Wish Day Lead throughout the Wish

#### Travel Arrangements

- Photographers may travel to and from the wish in their own car
- AWSA will reimburse any out-of-pocket parking expenses

#### Post-Production Duties

- Professionally cull photographs to remove those not required by PCSA (usually leaving approximately 30 photos)
- Ensure ethical and minimal editing in line with AWSA purpose

#### Image Delivery

- Email high-resolution and low-resolution version of the images by **9:00 AM the morning** following the wish
  - Including identify top 5 recommended images to use

#### Post-Wish

- Complete Wish Day Team feedback survey

### Fundraising / Program events

- Attend pre-event briefings as required.
- Capture key moments, people, and interactions during the event with minimal disruption.
- Follow photography brief and respect consent and privacy.
- Cull and lightly edit images post-event
- Submit top 5 images and full photo set (high and low resolution) within agreed timeframe.

## Key Behaviours

### Customer and Stakeholder Focus

- Accurately understands the Ambulance Wish program expectations, needs and requirements
- Ensures that feedback from Wish Recipients is leveraged to identify improvement opportunities
- Continually searches for ways to improve customer service

### Drive for Results

- Takes timely action to address important short-term and long-term improvements
- Demonstrates a strong sense of urgency in providing high quality services

### Working Together

- Fosters a culture that encourages respect for others and promotes a whole of organisation collaboration

## Qualifications and experience

### General

- Must have completed a photography course
- Current South Australian Driver’s License with no restrictions
- Relevant experience documentary-style photography
- Skilled and experienced in communicating with people who require additional care and support
- Experience following a photography brief
- Understanding of manual handling procedures and work health and safety requirements of a photographer

### Photography Specific Experience

#### Skills:

- Skilled in candid, documentary-style photography.
- Competent in photo editing, with a focus on maintaining the natural look and feel of the individual (honouring the person as they are).
- Committed to ethical storytelling and preserving the dignity of all individuals involved.
- Able to deliver high-quality images within required timeframes.
- Basic moving footage photography (for reels etc)

#### Experience:

- Respectful and discreet; able to capture moments without interrupting the experience.
- Experienced in handling sensitive and confidential information with integrity and professionalism.

#### Attributes:

- Maintains professional boundaries at all times.
- Understands and applies principles of confidentiality and consent.
- Flexible and responsive to changing priorities in a fast-paced, dynamic environment.
- Demonstrates teamwork and consistently upholds the values of the organisation.

## Training Requirements OR evidence of recognised-prior-training

- Ambulance Wish South Australia (AWSA) volunteer orientation, including:
  - PCSA VoliVillage induction
  - Provision of checks and certifications
  - What is Palliative Care?
  - Professional Boundaries training
  - Cultural Awareness training
  - AWSA volunteer and role orientation
  - Manual handling training
- AWSA Memory Book Delivery task training (OPTIONAL)

## VOLUNTEER ACKNOWLEDGEMENT

Volunteer Full Name		Date	
Signature			
Date Volunteer Role Description Approved by PCSA CSM / CEO			29 <sup>th</sup> July 2025 Version 2
			Shyla Mills

**Role Documentation Requirements (for Internal Use)**

- It is a requirement that this position for the incumbent to:
  - Undertake, hold and provide a copy of:
    - National Police Check** (valid within 2 years of commencement) which is acceptable to PCSA prior to the commencement of employment/volunteering.  
\*Continued employment/volunteering is subject to the maintenance of satisfactory checks
  - Understand and sign:
    - This Role Description
    - The PCSA VoliVillage Handbook
    - PCSA Volunteer Agreement
    - AWSA Volunteer Photographer Agreement
  - Provide a copy of:
    - Drivers Licence
    - Evidence of a photography course completion
  - Provide evidence of (if relevant):
    - Manual Handling (most recent training/ AWSA Trained)
  - Completed AWSA Role Relevant Training:
    - PCSA VoliVillage induction
    - What is Palliative Care? training
    - Professional Boundaries training
    - Cultural Awareness training
    - AWSA program orientation

**PCSA Volunteer Coordinator Orientation Completion**

Full Name			
Signature		Date	