

<b>Position Title:</b>	Project Coordinator, Compassionate Communities SA
<b>Role Type:</b>	0.4FTE, Ongoing
<b>Award and Level:</b>	Social, Community, Home Care and Disability Services Award Level 3
<b>Background</b>	
<p>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 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 <a href="#">Palliative Care Australia</a>.</p>	
<b>Position Summary</b>	
<p>To coordinate PCSA's Compassionate Communities SA (ComComSA) project activities with a focus on community capacity building and engagement. The role requires coordinating The Compassionate Alliance comprising two projects, The Compassionate SA Alliance and The Compassionate Vic Alliance.</p>	
<b>Main Tasks and Responsibilities</b>	
<b>Project Coordination: The Compassionate Alliance (TCA)</b>	
<ul style="list-style-type: none"> <li>• The Compassionate SA Alliance Project coordination <ul style="list-style-type: none"> <li>○ Coordinate enquiries, projects participants through the project cycle (tracking and documenting activity, provide support as required) <ul style="list-style-type: none"> <li>▪ Support onboarding of new participants</li> <li>▪ Review project participation self-assessment reports</li> <li>▪ Work with key stakeholders to identify recommendations and draft reports, determining next steps and sharing summaries</li> <li>▪ Support participants through trainings or elected action plan items</li> <li>▪ Provide project marketing collateral, monitor implementation and impact</li> <li>▪ Host mid and end of cycle meeting with participants</li> <li>▪ Host Virtual Community of Practice sessions, liaise with participants, document meetings and follow up actions</li> <li>▪ Provide Detailed Action Plan Support (for those engaging in the project at this level) including development, implementation and evaluating</li> </ul> </li> <li>○ Identify potential new project participants and promote engagement opportunities</li> <li>○ Maintain CRM and meeting records</li> <li>○ Coordinate The Compassionate SA Alliance Steering Committee</li> <li>○ Coordinate project supplies and resources</li> <li>○ Create status reports for internal and external purposes</li> <li>○ Coordinate risk and issues identification activities and coordinate their management, escalate as appropriate and document all for continuous quality improvement</li> <li>○ Communications <ul style="list-style-type: none"> <li>▪ Monitor website</li> <li>▪ Provide regular content</li> <li>▪ Draft content for E-News</li> <li>▪ Draft content for flyers, reports and factsheets</li> <li>▪ Identify opportunities for project promotion and engagement</li> </ul> </li> </ul> </li> </ul>	

- Overall Program Coordination (The Compassionate SA & Vic Alliance)
  - Work in partnership with the operations team, ensuring communications, events, training, administration, finance and volunteer engagement support project activities
  - Plan, coordinate, implement and seek feedback for the project
  - Prepare reports and maintain accurate project records
  - Coordinate Governance Collaborative Meeting
  - Regularly meet with Project Coordinator in Victoria, ensuring program alignment
  - Participate in relevant external project meetings
  - Develop clear and practical project work instructions

### Community Development

- Coordinate and manage the following groups:
  - Death Literacy Special Interest Group (SIG)
  - PCSA Compassionate Communities enquiries and groups support as well as recording.
- Facilitate community education sessions (including Last Aid, TLC Connector and PalliLEARNs)
- Participate or represent PCSA in community focused meetings
- Conduct community engagement or consultation activities
- Monitor general enquiries regarding ComComSA program

### Governance, Quality and Continuous Improvement

- Contribute to continuous improvement of the organisation's business management system
- Ensure appropriate knowledge management documentation is in place in your area
- Contribute to and undertake internal audits, paying attention to details of processes and identify improvements that can be made to deliver organisational results
- Assist in the development of work instructions and procedures

### WHSE: Contribute to a Positive Work, Health and Safety Environment

- Promote a workplace that is free from bullying and harassment.
- Comply with Equal Employment Opportunity and Discrimination legislation
- Take personal responsibility for complying with WHS policies and procedures
- Follow all reasonable work instructions, work procedures and practices to maintain the health and safety of yourself and others in the workplace
- Ensure safety and ergonomics of your work area
- Report any hazards or incidents as soon as practicable to CEO
- Keep the workplace free from discrimination

Notwithstanding the above, any other duties as reasonably directed.

## Key Attributes

### Essential

- Qualification or extensive experience in a relevant field such as Psychological Sciences, Nursing, Social Work or Community Development
- Experience in facilitating structured training programs in person and online - introductory level trainings
- Well-developed understanding and ability to relate with a diverse range of people
- Skills in project coordination, program evaluation and supervision of volunteers
- Experience in delivering a range of projects, meeting targets for timeframes, reporting, budget, and desired outcomes
- High level of attention to detail and communication skills, both written and verbal
- Demonstrated stakeholder engagement, coordination and record keeping
- Strong ICT skills and troubleshooting
- High level time management, planning and organisational skills
- Problem solving and resourcefulness
- A shared passion and determination to play a key role in delivering the mission and vision of PCSA

### Desirable

- Certificate IV in Training and Assessment
- Awareness and/or lived experience of Palliative and End Of Life care

## Our Inclusivity Statement

Palliative Care South Australia values diversity and is committed to creating an inclusive work environment. Recruitment and selection decisions are based on merit and not affected by irrelevant personal characteristics. We encourage people who identify with any of the following groups to actively seek employment with Palliative Care South Australia: Lesbian, Gay, Bisexual, Transgender, Intersex and Queer (LGBTIQ); Aboriginal and Torres Strait Islander (First Nations); people from Culturally and Linguistically Diverse (CALD) backgrounds and people with disability.

## TERMS AND CONDITIONS OF EMPLOYMENT

### Requirements:

For acceptance of this position the employee must hold a current:

- National Police Check
- Current Driver's License
- Right to work in Australia

### Conditions

- 6 month probation for new employees
- Comply with organisational policies and standards of conduct
- Some intra and interstate travel may be required including overnight
- Out of hours work may be required
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## EMPLOYEE ACKNOWLEDGEMENT

<b>Employee Full Name</b>		<b>Signature</b>		<b>Date</b>	
<b>Date Position Description (PD) Approved by FOM</b>					30/04/2026