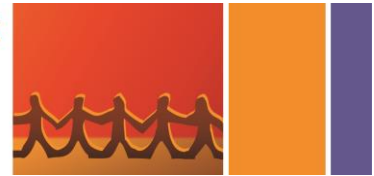


Permanent Care and Adoptive Families

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**Permanent
Care and
Adoptive
Families**



Permanent Care and Adoptive Families Volunteer Position Description

Position title	Permanent Care and Adoptive Families (PCA Families) Publicity and Promotion Volunteer
EFT/Hours	2 – 10 hours per fortnight.
Team/program area/location	PCA Families Administration Team
Reports to	General Manager

Permanent Care and Adoptive Families (PCA Families)

The Permanent Care and Adoptive Families is a not-for-profit early intervention support and training service which serves individuals, families and groups who have a personal or professional connection with permanent care and adoption.

The Permanent Care and Adoptive Families is an incorporated association governed by an elected Board, comprising members with relevant personal and professional expertise.

PCA Families is an independent organisation with no religious affiliations. Services are impartial and non-discriminatory.

All services are delivered on the basis of confidentiality, respect and trust. This is especially important for programs which incorporate a strong peer-based element and where participants, and volunteers, may have pre-existing relationships with each other.

Position Summary

The Publicity and Promotions Volunteer is accountable to the PCA Families Manager. The aim of this position is to support PCA Families' efforts to strengthen the public image and profile of PCA Families, and work towards building its membership numbers.

Working with the Member and Support Manager, in consultation with the General Manager, the role of the Publicity and Promotion volunteer is to:

- Carry out delegated tasks in relation to the marketing and promotion of PCA Families events, training, programs and services to members and other groups and stakeholders.
- Provide administrative support as directed, such as assisting with mail outs and collating

promotional packs

- Research and collate demographic or community services information relating to local and regional communities, for the purpose of improving service delivery by PCA Families.
- Regularly update the content of the PCA Families website; and ensure consistent branding across all PCA Families' materials and marketing.
- (Jointly or independently) Deliver promotional presentations on PCA Families' programs and services to community service organisations and agencies working with families connected in permanent care, kinship care, and adoption.

Role Skills and Attributes

1. Good oral and written communication skills, with experience in undertaking independent research.
2. Accuracy, diligence and attention-to-detail with an ability to work (autonomously) under the direction of others within the team
3. Highly competent ICT skills, including in the use of spreadsheets, databases and websites
4. Compassion, a non-judgmental attitude and an understanding of the needs and challenges of families formed through permanent care, adoption or kinship care.
5. A positive, 'can do' attitude and an ability to use a problem-solving approach in response to daily work challenges
6. Sound organisational skills, with an ability to complete required tasks within specified timeframes and acquit nominated responsibility.
7. A commitment to the mission and goals of PCA Families.

Additional information

Occupational Health and Safety (OH&S): Volunteers are required to carry out their duties in a manner that does not adversely affect their own health and safety and that of others by reporting all incidents and injuries as well as co-operating with any measures introduced in the workplace to improve OH&S.

Pre-existing injury: The person appointed to this position will be required to disclose any pre-existing injuries or disease that might be affected by volunteering in this position. This will assist PCA Families in providing a safe work environment.

Cultural competency: PCA Families is striving to become a culturally competent organisation.

Volunteering is subject to a current Working with Children Check (card) a National Police Records Check, and any other procedures designed to ensure a child-safe environment that PCA Families may deem appropriate from time to time.

Volunteers must comply with the following:

- PCA Families Strategic Plan and Annual Work Plan
- PCA Families Policies and Procedures
- Children, Youth and Families Act 2005 (Vic)
- Child Wellbeing and Safety Act 2005 (Vic)
- Working with Children Act 2005 (Vic)
- Information Privacy Act 2000 (Vic).