



VOLUNTEER POSITION DESCRIPTION

COTA NSW (Council on the Ageing) is the peak organisation for people over 50 in NSW. We're an independent, consumer-based non-government organisation. We work with politicians, policy makers and service providers to make sure the needs of people over 50 are heard, understood and acted on.

Volunteer role:	Community Speaker (multiple roles and locations)
Project:	Community Speaker Program
Purpose:	Community Speakers will deliver talks on a range of topics to groups in the community, providing information and resources to older people around NSW.
Supervision:	Community Speakers are supervised by Meagan Lawson, CEO .

About COTA NSW

COTA (Council on the Ageing) NSW is the peak body representing the needs and interests of the diverse range of older people in NSW.

COTA has been the voice of older people for over 60 years. While individual issues may have changed over that time, the determination and commitment of the organisation to ensure that the voices of older people in NSW are heard has not.

COTA NSW is governed by an elected Board. Our dedicated volunteers and staff continually strive to ensure that the contributions of older people are proudly recognised and acknowledged in our community.

Our vision: Ageing in Australia is a time of possibility, opportunity and influence.

Our mission: COTA advances the rights, interests and futures of Australians as we age.

Our values: Respect – Diversity – Collaboration – Integrity

Position overview and responsibilities

The Community Speaker Program is a new program at COTA NSW. Based on the successful peer education program, we are aiming to provide volunteer speakers to community groups to give talks on specific topics of interest to older people. This will allow COTA NSW to assist organisations looking for speakers for their groups at low or no cost. **Community Speakers** will deliver talks to groups on a range of topics developed by COTA NSW.

Community Speakers will be required to complete a range of basic administrative tasks, to attend training sessions, professional development and meetings, and assist with the collection of evaluation surveys and information.

Volunteer skills:

It would be useful if the volunteer had the following skills and/or attributes:

- A willingness to learn and understand the materials to be presented
- Well-developed interpersonal skills

- An ability to present information clearly and accurately
- Ability to facilitate and lead discussion
- Experience in public speaking and group facilitation would be useful (but training will be provided)
- Good organisational skills
- An interest in older people and the issues affecting them

Support and reimbursement

Community Speakers will receive **Presentation Skills training**, and training in each of the topics they present.

All COTA NSW volunteers are offered reimbursement for out-of-pocket expenses, including information checks and travel expenses.

Specific role requirements

Community Speakers are required to undertake a National Crime Check.

If you are using your own car to travel to speaking engagements, **Community Speakers** must hold a current Drivers Licence and comprehensive car insurance.

Volunteer shifts:

The time required for **Community Speakers** will depend on the number of requests we receive for speakers, but we will aim to provide a speaking opportunity at least once a month.

We will work with each volunteer to understand their availability, and the locations they are able to deliver presentations in.

COTA NSW volunteers are asked to commit to their role for the period of one year. The role and further commitment will be reviewed with the volunteer on an annual basis. Either the volunteer or COTA NSW can request to have this reviewed at any time.

Volunteer role location:

This is not office-based role – locations for presentations will depend on the requests received from community groups and organisations and will be negotiated directly with volunteers. We will try to match speaking opportunities with volunteer locations.

POSITION DESCRIPTION VERSION HISTORY

Prepared by:
 Supervised by: Chief Executive Officer (Meagan Lawson)
 Authorised by: Chief Executive Officer (Meagan Lawson)
 Date: October 2019