

Position Description

Position Details	
Title	Volunteer Speaker
Tenure	On-Going
Status	Volunteer
Hours of Work	TBC
Award Classification	N/A – Volunteer role
Date Prepared	11 November 2024
Reports To	Community Education Co-ordinator

ORGANISATIONAL OVERVIEW:

Council on the Ageing (COTA) Victoria is the leading not-for-profit organisation representing the interests and rights of people aged over 50 in Victoria. For nearly 70 years in Victoria, we have led government, corporate and community thinking about the positive aspects of ageing.

Seniors Rights Victoria (SRV) is a state-wide, specialist Community Legal Centre which sits within COTA Victoria. SRV’s mandate and sole focus is elder abuse. SRV’s services to older people experiencing abuse include a Helpline, specialist legal services, short term support and advocacy, and community education. In addition, SRV has broader policy, systemic advocacy, law reform and capacity building roles both in Victoria and nationally in order to raise awareness of elder abuse and promote prevention.

Vision: *Ageing in Australia is a time of possibility, opportunity and influence*

Purpose: *COTA advances the rights, interests and futures of Australians as we age*

Values: *Respect, Diversity, Collaboration and Integrity*

Strategic Priorities *For older Victorians, COTA promote opportunities and protect rights. Our Strategic focus is on Policy, Health, Rights and Organisation activities.*

Policy

Maintain our leadership in policy development and advocacy on behalf of older people in Victoria and Australia in general.

Health and Wellbeing

Continue to successfully manage and increase a portfolio of physical, mental and financial health projects and services designed to benefit and improve the quality of life of older Victorians

Rights

Maintain the position of *Seniors Rights Victoria* (SRV - a COTA program) as Victoria's leading provider of information, legal aid and support, advice and education to help prevent elder abuse and protect the rights of older people.

Organisation

Build COTA organisational efficiency and sustainability in Victoria through improvements to marketing, knowledge management, income generation and volunteer management.

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POSITION OBJECTIVE:

The SRV Volunteer Speaker is part of the SRV Volunteer Speaking Group, which delivers talks on elder abuse and SRV related topics to community groups, interest groups, groups of seniors and other groups. The SRV Volunteer Speaker is on many occasions the first point of contact for members of the community within Seniors Rights Victoria.

KEY RESPONSIBILITIES:

- Preparing for talks and presentations using the Seniors Rights Victoria Speakers' Kit;
- Delivering formal and informal talks and presentations to clubs, associations and interest and community groups throughout Victoria;
- Using appropriate audio-visual tools (e.g. Power Point) to deliver talks and presentations when necessary;
- Promotion of the Seniors Rights Victoria Community Education Program;
- Facilitation of discussions on elder abuse with groups;
- Providing regular feedback to the Seniors Rights Victoria Community Education Co-Ordinator on talks and presentations delivered;
- Regular attendance at quarterly meetings associated with the role of Seniors Rights Victoria Volunteer Speaker.

KEY SELECTION CRITERIA:

- Strong communication skills;
- An ability to interact with older adults on a range of levels;
- A basic knowledge of the elements of public speaking, including preparation, modes of delivery and engaging audiences;
- An understanding of adult learning principles;
- Ability to work as part of a team;
- Willingness and openness to receiving feedback;
- Commitment to the principles and values of COTA Victoria and Seniors Rights Victoria.

SPECIFIC RESTRICTIONS/CONDITIONS

- Subject to ongoing satisfactory police checks and provision of COVID-19 vaccination certificate.
- This is not an employment contract.

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ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Statement of accountabilities for this position (if relevant) is outlined within the organisation's Delegation of Authority.

OTHER RELEVANT INFORMATION:

Location: Suite 2.5, Level 2, 424 St Kilda Road, Melbourne

Commencement Date: As outlined within the agreement.

Self-Referral: It is COTA policy that no staff member or volunteer shall, under any circumstances, refer work to themselves, their families or other members of their firms.

AUTHORISATION & ACCEPTANCE

Employer Chief Executive Officer

Signature _____

Incumbent

Signature _____

Date _____