



**Digital and Administrative Support Volunteer  
COTA SA Climate Change Group**

# Role Description: **Digital and Administrative Support Volunteer, Climate Change Group**

## General Details

<b>Title:</b> Digital and Administrative Support Volunteer, Climate Change Group	<b>Location:</b> Level 1, 85 Hutt Street, Adelaide
<b>Project:</b> COTA SA Climate Change Group (CCG)	<b>Time Commitment:</b> It is expected that the role will generally require no more than 1 -2 hours per week. Some induction will be required in the COTA SA head office.

## Role Purpose

As the Digital and Admin Support Volunteer, you will assist the COTA SA Climate Change Group (CCG) and support its activities. The CCG focuses on practical actions which older South Australians can take to address climate change including through webinars, visits to SA-based companies to quiz them about their climate change plans, reporting on activities and outcomes and facilitating online and face to face meetings with older people to update them. The CCG plans to continue meeting with companies, looking at practically responses in relation to the health impact of climate change, and advocating for electric vehicles. This role would need to be collaborate with other COTA SA activities and work within COTA SA's systems.

## Key Responsibilities

The responsibilities of the role include -

- Ensuring that updates on Group activities are posted to COTA SA's publications including e-bulletins, website and Facebook pages
- Assisting the Group in setting up and operating webinars and Zoom sessions
- Booking meeting rooms and facilities and liaising with Group members
- Assisting the Group in report preparations
- Monitoring Group emails
- Interacting with the COTA SA team and contributing to a positive environment and culture within that team.

## Requirements

- National Criminal History Record Check (commonly known as a "police check") for unsupervised contact with vulnerable people
- Statutory Declaration for people who have been a citizen or permanent resident of a country/countries other than Australia since the age of 16
- Current COVID-19 vaccination
- Successful completion of COTA SA general volunteer orientation session
- Other training as required
- Adherence to COTA SA policies and procedures.

## Your Skills and Abilities

- Customer service
- Digital skills including in managing Zoom, MS Teams and preparing social media posts
- Ability to facilitate meetings and workshops using digital platforms (eg Zoom, MS Teams)
- Website, internet navigation skills
- Good written and verbal communication skills.

## Your Related Knowledge and Experience

- Commitment to the rights of older people and to mitigating climate change
- Digital and administration experience.

## COTA SA Values

- **Respect:** We respect and value the contribution and lived experience of Australians as they age and support each person's right to make choices and to participate in their community.
- **Diversity:** We value the great diversity that characterises Australians of all ages and are committed to genuine exchange and engagement with all older people in Australia.
- **Equity:** We are aware of and committed to, reducing the impact of inequality, disadvantage and discrimination on South Australians as they age.
- **Collaboration:** We communicate and work collaboratively with older people, with each other, with our partners, and with the Australian community to achieve the vision and mission of COTA.
- **Integrity:** We operate ethically, openly, honestly and with accountability in all our interactions.
- **Independence:** We understand the value and trust that older people and the community place on our independence as the voice reflecting and representing older South Australians.

## Privacy Statement

COTA SA's Privacy Statement is on the COTA SA website [cotasa.org.au/privacy](https://cotasa.org.au/privacy).