

Volunteer Position Description

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.

Position: *OM:NI Men's Discussion Groups: Group Facilitator Volunteer*

Commitment: *1-2 days a week, 4 hours – 6 hours per day (flexible)*

Start date: *June 2024* **Finish date:** *N/A*

PROGRAM BACKGROUND:

Older Men: New Ideas ([OM:NI](#)) Men's Discussion Groups offer a place for all men aged 50 and over to meet each other in an informal, social environment to share their knowledge and experiences. OM:NI Men's discussion groups have been running in Victoria since 2004, and are now found across Melbourne and in some regional areas. OM:NI Men's Discussion Groups are a volunteer program of COTA Victoria.

POSITION DESCRIPTION:

The OM:NI Group Facilitator Volunteer will attend and facilitate their designated OM:NI group meetings, whilst liaising with the OM:NI Advisory Committee (OAC) in providing necessary data to assist COTA Victoria work to grow and expand the program.

Purpose:

To contribute to the seamless coordination and sustainability of the OM:NI program, support the programs expansion, and ensure that the implementation of vital governance and compliance standards are met.

Key Tasks:

- Book appropriate venues for OM:NI meetings, adhering to relevant insurance requirements and organisational procedures;
- Attend and facilitate the functioning of designated OM:NI group meeting in accordance with relevant procedure
- Act as the main point of contact for the OM:NI men of your designated group;
- Coordinate relevant local advertising of group meetings with approval of COTA Victoria
- Collect data as specified by COTA Victoria and provide to the OAC to assist with OM:NI expansion;
- Adhering to and ensuring that all members of designated OM:NI group adhere to COTA Victoria's Code of Conduct;

Qualifications/ Skills / attributes required:

- Excellent verbal and written communication skills with the ability to liaise with volunteers and OAC members;
- Good organisational skills;
- Proficient IT skills;
- Willingness to learn about the OM:NI program;
- Commitment to the role and to COTA Victoria's values.

Training/ Supervision provided:

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- Team support and supervision from OAC Members and Volunteer Coordinator
- Introduction to COTA and the OM:NI program via the Volunteer Induction process
- OM:NI specific and other training as designated by the organisation.

SPECIFIC RESTRICTIONS/CONDITIONS

- Engagement is subject to an ongoing satisfactory police check.
- In order to protect the health, safety and wellbeing of our people, supporters, and the communities we work with, this role must be fully vaccinated for Covid-19 according to government requirements. Evidence should be sighted prior to commencing a volunteer's engagement with COTA Victoria.

OTHER RELEVANT INFORMATION:

Location: Level 2, Suite 2.5, 424 St Kilda Road, Melbourne, Vic., 3000

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.

ACKNOWLEDGEMENT and ACCEPTANCE of VOLUNTEER ROLE

Volunteer _____

Signature _____

Volunteer Supervisor _____

Signature _____

Date _____