

Volunteer Speaker Role Description

Location/s	Various locations across Sydney
Required Availability	Ad-hoc
Supervisor/Key Contacts	Eloise Dalmas, engagement@harbourtrust.gov.au Community Engagement Officer
Duration	Ongoing
Probationary Period	3 Months
About the Harbour Trust	The Sydney Harbour Federation Trust (Harbour Trust) protects and manages iconic sites on Sydney Harbour, including Cockatoo Island / Wareamah, North Head Sanctuary, Middle Head / Gubbuh Gubbuh, Sub Base Platypus, Woolwich Dock and Parklands, and Macquarie Lightstation. These places are rich in natural, cultural, and military heritage. The Harbour Trust's vision is to create extraordinary places in Sydney Harbour, that excite and inspire.
About the Volunteer Speaker Program	The Volunteer Speakers Program provides the community with engaging presentations about the Harbour Trust, its sites, and their unique stories. Speakers attend community groups, schools, libraries, and other organisations to share insights into the natural environment, First Nations connections, military heritage, and contemporary use of Harbour Trust sites, this includes current projects tied to the various Masterplans and management plans.
Purpose of Role	Volunteer Speakers play a vital role in raising awareness of the Harbour Trust's sites and values. By delivering engaging talks, you will play a pivotal role in connecting communities with Harbour Trust sites, inspiring visitation, sharing enigmatic historical stories that have occurred across each unique site all the while fostering a deeper appreciation of our shared heritage.
Key Responsibilities	<ul style="list-style-type: none"> • Deliver Harbour Trust developed presentations (45-60mins) to community groups, and other organisations. • Share accurate information about Harbour Trust sites, including their history, heritage, environment, and public programs. • Represent the Harbour Trust in a professional and positive manner. • Participate in induction and ongoing training to stay up to date with Harbour Trust knowledge and resources. • Provide feedback to the Harbour Trust team about presentations and audience engagement.

	<ul style="list-style-type: none"> Support the promotion of the Volunteer Speakers Program by building community connections. <p>Eligibility</p> <ul style="list-style-type: none"> To be at least 18 years of age
Skills and Attributes	<ul style="list-style-type: none"> Confident public speaking and presentation skills. Ability to communicate with diverse audiences. Enthusiasm for history, heritage, culture, and the environment. Reliability and willingness to commit time for speaking engagements. Collaborative attitude and ability to work within a volunteer team.
Requirements	<ul style="list-style-type: none"> Demonstrate respect for fellow volunteers, staff and public and adhere to the Harbour Trust Code of Conduct Excellent communication skills. Basic tech knowledge; all presentations are PowerPoint slides. Please note presentations will be in person and virtual. Willingness to undertake further technology training e.g. Zoom training for regional presentations. Willingness to undertake training for new materials/updates to presentations. General administrative reports provided to the Harbour Trust post each talk and willingness to attend meetings to provide said updates.
Support & Training	<ul style="list-style-type: none"> Induction and training on Harbour Trust history, sites, and presentation materials including notes. Ongoing support from the Harbour Trust through mentoring from experienced speakers. Access to presentation resources, fact sheets, and digital materials. Harbour Trust Onboarding Session (for new volunteers) WHS & Role Induction
Commitment	<ul style="list-style-type: none"> Attendance at induction training and ongoing learning sessions. Availability to deliver a minimum of 4 presentations per year <i>(dependent on bookings)</i>.

	<ul style="list-style-type: none"> Willingness to travel to different community venues across Sydney presenting to diverse audiences (<i>a car may be necessary for certain talks, travel reimbursements are available</i>).
Workplace Description / Physical Requirements	<ul style="list-style-type: none"> Working at public venues (external to Harbour Trust sites) Using a personal car or public transport to travel to and from venues across greater Sydney, proof of third party insurance is also required. Conducting presentations without the attendance of a Harbour Trust staff member. Set up of electronic equipment at various venues with different facilities. Some bending to access power points/cables may be required.
Additional Information	<ul style="list-style-type: none"> Volunteers are required to complete a Volunteer Agreement prior to commencing volunteer duties and onboarding. Volunteers must record attendance in Volgistics Vicnet (training provided) Volunteers have access to private webpage (Volunteer Portal) for information on policies, procedures, rights and responsibilities.

Approved by	Name	Date
Community Engagement Officer	Eloise Dalmas	1 November 2025
Division Manager	Susan Thompson – Head of Engagement & Experience	5 November 2025