Beyond Zero Emissions

Volunteer Position Description

Volunteer Role	**IT Support**
Purpose	The IT Support Volunteer fulfills an internal support role at BZE, providing expert advice and support. The types of tasks the IT Support volunteer may be asked to help with include: - Reviewing our current systems, software and hardware to ensure we have robust and appropriate technology in place to power our work; - IT risk assessment and remediation; - Drafting appropriate RFP / Request for Proposals for outsourced IT services, hardware or software; - Developing simple training materials for new staff to support onboarding with BZE IT systems.

Skills required	- A strong background and demonstrated work history as an IT manager for an organisation
	- Experience, working knowledge or ability to pick up any of BZE's systems is preferable for this role:
	  - Google Workspace
	  - HubSpot
	  - Slack
	  - Asana
	- Good organisational skills. The volunteer in this role will need to define task timelines and meet agreed deadlines to progress IT projects within BZE
	- Good analytical skills and ability to use initiative to solve challenges to recommend enhancements to BZE's IT structure and systems

Supervision	Supervision and direction for this role is provided by the Head of Operations.
Training and support	An online induction will be provided before the volunteer starts this role as part of your introduction to our organisation. BZE's Volunteering Manager is available for any general questions about the role or about volunteering with BZE.
Location	This is a desk-based project that can be completed from anywhere in Australia - however if you're based in Melbourne, you're welcome to join us at our office in East Melbourne, next to Parliament House.
Equipment	You will require your own computer and wifi access.
Time commitment	We expect the time commitment to be a maximum of 4 hours per week for up to 3 months (this will be less or zero on other weeks). We will review after three months to determine whether there is a need to continue with further IT projects, and whether the volunteer wishes to continue in the role. The tasks can be completed at a time convenient to you, though it will be important to meet with a BZE staff member during office hours to confirm project requirements.

Health and safety requirements for this role	This role requires extended computer use. BZE can provide advice on setting up an ergonomic workstation if required.
Volunteer benefits	This role offers the opportunity to volunteer with an internationally-recognised climate solutions think tank and join a group of like-minded people who are actively helping plan for a return to a safe climate.