

# **Position Description**

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| Job Title:  Department:  Section:  Reports to:  Location:  Date Revised: | ‘Arc Goes To...’ Coordinator  Student Services  Volunteering  Student Engagement Coordinator  UNSW Campus Kensington, or home-based/remote, as directed  May 2023 |

**PRIMARY OBJECTIVE**

Arc Goes To is a volunteer program with a strong focus on the social aspect of student life, aimed primarily at international, interstate and rural students who are new to UNSW and Sydney. The Arc Goes To Student Coordinator is responsible for the delivery of the “Winter Series” of programming, which has the following objectives:

1. Provide international, interstate and rural students with a strong social support group while familiarising them with Greater Sydney and the unmissable experiences and hotspots within it.
2. Organise and successfully execute a variety of social outings around the Greater Sydney area during winter, without being weather dependant.
3. Align the delivery with requirements set forth by funding agreements.

**KEY TASKS & ACCOUNTABILITIES**

* Trip program operation
  + Track income and expenses and work within a set budget.
  + Collaborate with internal departments and other programs cohesively.
  + Align with the strategic direction of the program and its goals for the year.
* Event planning
  + Communicate with external vendors collaborating with the program, including transport, experiences, accommodation, catering, etc.
  + Use Eventbrite to create events, set prices, promote, and track sales to ensure successful trips.
  + Complete risk assessments, safety briefings, and other administration tasks.
  + Track metrics and meet targets around engagement and participation in activities.
* Volunteer management
  + Roster and organise volunteer shifts as well as supervise volunteers on trips.
* Comply with all Work Health and Safety (WHS) policies and procedures of UNSW as well as Arc@UNSW and take reasonable care to ensure the actions and omissions do not impact the Health and Safety of others in University and workplace.

**QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE**

**SELECTION CRITERIA**

* Passionate about the primary objectives of the program.
* Well-developed oral and written communication skills.
* An understanding of university student’s needs and an ability to effectively incorporate these into the program's operations.
* Demonstrated leadership skills and experience.
* Demonstrated experience in planning, overseeing and finalising the completion of projects to deadlines.
* Ability to manage and build relationships with colleagues and external stakeholders.
* A current UNSW Student

**DESIRABLE**

* Experience in events management and/or project management.
* High attention to detail with proven organisational skills and the ability to manage time effectively and meet deadlines, including the ability to make decisions under pressure.
* Experience in engaging student participants and volunteers online.
* Ability to work within a budget.
* Experience in Arc Goes To or previous involvement in other campus activities.

**POSITION RELATIONSHIPS**

**REPORTING RELATIONSHIPS**

**Manager**

Student Engagement Coordinator

**Reporting to this Position:**

Nil

**KEY RELATIONSHIPS**

Internal

* Arc Goes To… (Co-)Coordinator
* Marketing & Membership Department
* Communications Coordinator
* Venue and Events staff
* Other Arc Staff as appropriate

External

* UNSW staff
* UNSW students
* Vendors in the Greater Sydney area

*It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.*