

Position Description

Job Title:	Bike-ology Coordinator
Business Group:	Student Services
Section:	Clubs & Volunteering
Reports to:	Student Engagement Project Coordinator
Location:	UNSW Campus, Kensington
Date Revised:	April 2021

PRIMARY OBJECTIVE

The Bike-ology program provides a resource for people to learn and be assisted with performing maintenance on their bikes. This program helps both UNSW students who might be on a tight budget to obtain much-needed, potentially subsidised or cost price spare parts as well as promoting sustainability through cycling.

In 2021, one of the main roles of the coordinator will be to create the a digital presence for the program – coming up with ideas to engage students online whilst growing the program’s face-to-face engagement. This will require a person who is very hands on, big on ideas and enthusiastic about bikes and bike culture!

KEY TASKS & ACCOUNTABILITIES

- Volunteer management – recruit and train volunteers to fulfill the program objectives; monitor and review performance and support as necessary; maintain regular communications.
- Manage the operation and cleanliness of the Bike-ology spaces (storeroom and workshops) and ensure the safe-keeping and records of all inventories.
- Workshop & Event management – Manage Bike-ology workshops and plan special events, activations, and trainings throughout the year.
- Program operation – oversee the management of finances, relations within Arc, the promotion and branding of the program and the events and activities of the program.
- Budget – Track expenses, retail income, and work within a set budget
- 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 ideas of the programs;
- High attention to detail with proven organisational skills and the ability to manage time effectively;

- Demonstrated project planning and administration skills, including experience in planning, overseeing and finalising the completion of projects to deadlines;
- Demonstrated leadership and managerial skills;
- Well-developed oral and written communication skills;
- An understanding of University student's needs and an ability to effectively incorporate these to enable and achieve student enrichment;
- Experience in Bike-ology or previous involvement in other campus activities;
- Some knowledge in bike "anatomy" and maintenance;
- Some knowledge of maintaining budgets and tracking income & expenditures;
- Strong ethical and professional work attitude.

For information please contact Arc HR by email at jobs@arc.unsw.edu.au.