

Application Information

O-Week 2027: Organising Team (OT)

Who are we and what are our goals?

Arc is your student organisation at UNSW. Our mission is to create the best student experience through Clubs, Sport, Volunteering, Events, Wellness, Help and heaps more. We are run by students, for students, and are 'that' mate at uni, who knows all about what's happening, where, when and why you should care.

Yellow Shirts is the longest running volunteer program at Arc! The program is about creating a welcoming and memorable first experience for students during the first week on campus: O-Week. From friendly volunteers and endless tips and tricks, to heaps of engaging events, the Yellow Shirts are there to make sure each student knows just how much university can give them. With a focus on building connection to campus and each other, these volunteers are vital in orienting students and setting them up for success.

The Organising Team, together with the Yellow Shirts Officer, organise and manage all aspects of the Yellow Shirts program from recruiting and training volunteers to organising and managing events during O-Week itself. Across their term, the Organising Team work with each other and Arc staff to manage their team of 200 strong volunteers and carry out their vision to better their portfolio and the program more holistically. Of all the Yellow Shirt volunteer positions, the Organising Team dedicate the most time and effort, gaining countless skills, invaluable experience, and have so much to be proud of by the conclusion of their role.

Why should you apply to be a 2027 Organising Team Member?

1. Opportunity to give back to student community and get introduced to a completely new side of the Yellow Shirts role.
2. Bring your creative vision to life by building O-Week 2027 and the Yellow Shirts program from the ground up!
3. Work with a fun and supportive team, meeting countless new people.
4. Get access to 1:1 mentorship and ongoing development opportunities by Arc staff across the organisation.

General Tasks and Responsibilities

These are common to all Organising Team members.

- Actively contribute to program-wide activities including, but not limited to:
 - Aiding in recruitment and selection of volunteers
 - Writing and facilitating several central volunteer training sessions
- Prepare a detailed budget and create a project plan across multiple complex projects, with achievable goals.
- Communicate effectively on deliverables, deadlines, progress, and barriers regularly both within the program (to the Yellow Shirts coordinator, other Organising Team

members and Squad Leaders) and outside of the program (to UNSW stakeholders, and multiple Arc staff across departments).

- Champion Arc values, as well as principles of equity, diversity and inclusion.
- Create and adhere to long term plans, with the ability to problem solve to allow for last minute changes.
- Manage, mentor, and support your trio of Squad Leaders to ensure they achieve both professional and personal goals.
- Maintain professional relationships internally and externally, representing both Arc and the Yellow Shirts program.
- Assist other Organising Team members with their projects and workloads.
- Attend weekly entire Organising Team meetings to provide portfolio updates and plan program initiatives.
- Write a detailed handover at the conclusion of your experience and equip future Organising Team members for success.

Application Information

Applications have been extended and close on Sunday 24 May 2026 11:59PM

To apply please submit the following in an email to ag.wang@arc.unsw.edu.au

1. Resume
2. Covering letter (maximum one page in length with standard margins and size 11 font) briefly addressing the following points, and where applicable, desirable criteria outlined in the relevant role outline:
 - a. Please list your **two** most preferred portfolios. Why have you chosen your most preferred portfolio and what is your vision for it? How does it fit in relation to the goals of Arc and the Yellow Shirts program?
 - b. Without each individual within the Organising Team working together, the Yellow Shirts program could not function to create a successful O-Week. What is your role within a team and how does that fit in with the needs of a well-functioning team? Please include an example.
3. Availability for a one-hour interview. Interviews will be held between **Tuesday 26 may** and **Friday 29 May** (inclusive) between 8am – 8pm. Please provide as many as possible available dates and times, with a minimum of three possible times you are available.

NB: You must be a current student and have had previous experience in the program to apply.

NB: For each relevant portfolio role outline, there exists a key understanding the workload of each particular role. This is a rough guideline, but can be adjusted, within reason, to suit the needs and desires of potential members. **Note:** N/A does not mean you will be doing nothing, just that major tasks may be performed outside of these times, though all OT are expected to contribute where needed.

NB: If you cannot make any interview time between the interview period, please email ag.wang@arc.unsw.edu.au to make alternative arrangements.

Key: