

Position Description

Job Title:	Sport Event Coordinator
Department:	Student Services
Section:	Sport
Reports to:	Sports Development Administrator
Location:	UNSW Campus Kensington, or home-based/remote, as directed
Date Revised:	October 2020

POSITION SUMMARY

Annually, the sports department for Arc @ UNSW run numerous events to encourage students to engage in sport, health, and well-being opportunities at UNSW. The Sport Events Coordinator ensures that the logistics, coordination, management and review of numerous sport, health and well-being events are successful in engaging students and active participation.

Sport events that are held throughout the year include (but are not limited to):

- Day of Play
- Inter-College Cup
- International Cup(s)
- Diversity Week
- NAIDOC Week

KEY TASKS AND ACCOUNTABILITIES

- Responsible for the organisation of the daytime events including recruitment/selection, training, support, and administration of student volunteers
- Liaise with clubs and relevant Arc departments to ensure maximum attendance
- Responsible for organising the equipment, prizes, and guidelines for all the sport events
- Implement marketing and promotions of every sport event
- Suggest new event and activities to ensure the sport department is relevant to the UNSW population
- Book entertainment and relevant sporting personalities
- Attend and organise weekly meetings with any relevant stakeholders
- Responsible for managing the budget of all events (with guidance and assistance), and maintain financial records to ensure all events are within the supplied 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 the work place;
- Perform all Arc required Cultural & Behavioral Competencies in satisfactory level

QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE

ESSENTIAL CRITERIA:

- Undertaking a tertiary qualification at UNSW
- Knowledge of sporting organisations on campus
- Demonstrated experience of working with students
- Demonstrated ability to manage and motivate volunteers
- An appreciation of current market and sporting trends

DESIRABLE CRITERIA:

- Excellent oral and written communication skills
- Self-confidence, self-motivation, and drive
- Ability to inspire and motivate others
- Strong relationship building skills, including the ability to deal with a variety of clubs and member based organisations
- Willingness to be accountable, responsible, reliable, and work unsupervised
- Microsoft Office and social media skills

POSITION RELATIONSHIPS

REPORTING RELATIONSHIPS

Report to: *Sports Development Administrator*

Direct Reports: *Nil*

KEY RELATIONSHIPS

Internal

- Sport Facility Manager
- Sports Manager
- Sport Clubs Coordinator
- Director of Sales
- Marketing and Membership Department
- Clubs and Volunteering Department
- Venue and Events Department

External

- UNSW staff
- UNSW students

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.