

## Position Description

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**Job Title:** Walama Muru Coordinator  
**Business Group:** Student Services  
**Section:** Clubs & Volunteering  
**Reports to:** Student Engagement Coordinator  
**Location:** UNSW Kensington Campus  
**Date Revised:** April 2021

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### POSITION SUMMARY

The Walama Muru Student Coordinator is responsible for running the Walama Muru volunteer program. The Walama Muru program is run in partnership with Nura Gili Indigenous Programs at UNSW and provides an opportunity for UNSW students to be involved in a cultural exchange with remote and local Australian Indigenous communities.

### 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.
- Make and maintain dynamic relationships with local Indigenous groups, seeking volunteer opportunities for our volunteers.
- Organise a week-long cultural-exchange trip to a community. This will require fundraising, planning and organising the trip; liaising with the community about how we can best learn from them and what we can deliver to the community in return.
- Maintain relationships with program stakeholders, including Nura Gili, and the SRC's Indigenous Collective.
- Help Arc in achieving the aims and objectives of their [2025 Indigenous Strategy](#) by championing a number of events that celebrate Indigenous culture throughout the calendar year
- Program operation – oversee all admin, relationships within Arc, promotion and branding, and the events and activities of the program.
- Budget – Track expenses, fundraising 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.

- Volunteer management – recruit and train volunteers to fulfill the program objectives; monitor and review performance and support as necessary; maintain regular communications given the size and scope;
- Program operation – oversee the management of finances, relations within Arc and Nura Gili Indigenous Programs; develop relationships with several local Indigenous community groups; and manage the events and activities of the program;
- Project management – liaise with Nura Gili Indigenous Programs to fundraise and plan for the trip to a remote Indigenous Community;
- Fundraising – Seeking opportunities that will help the program raise its target fundraising goal, including writing grant applications and seeking sponsorship.
- Comply with Arc Workplace Health and Safety (WHS) policy and procedures to actively participate in the achievement of a safe working culture;
- Demonstrate behaviour in accordance with Arc @ UNSW values and Code of Conduct.
- Actively engage in fair and equitable workplace practices and behaviour to ensure discrimination-free workplace in accordance with legislative requirements;
- Maintain an awareness of Arc's environmental policies and procedures minimising the impact of Arc's business on the environment.

## **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;**
- **Previous experience in Walama Muru or involvement in other campus activities, or similar projects**
- **Demonstrated experience in fundraising and/or writing grant applications**
- **Some knowledge of maintaining budgets and tracking income & expenditures;**
- **Strong ethical and professional work attitude.**

- Demonstrated project planning and administration skills, including experience in planning, overseeing and finalising the completion of projects to deadlines;
- Experience in fundraising and organising fundraising events
- 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;
- Strong ethical and professional work attitude;
- Knowledge of WHS and Ethical Practice, along with the ability to apply these principles in the workplace.

## **POSITION RELATIONSHIPS**

### **REPORTING RELATIONSHIPS**

#### **Manager**

- Deputy Director of Student Services
- Student Engagement Project Coordinator

#### **Reporting to this Position:**

- Walama Muru Volunteers

### **KEY RELATIONSHIPS**

#### Internal

- Managers
- Nura Gili Indigenous Programs Unit
- Arc Marketing
- Other Volunteer Program Coordinators

#### External

- UNSW staff
- UNSW students

For information please contact Arc HR by email at [jobs@arc.unsw.edu.au](mailto:jobs@arc.unsw.edu.au).