

Position Description

Job Title:	Wellness Manager
Department:	Student Services
Section:	Clubs & Volunteering
Reports to:	Director of Student Programs and Wellbeing
Location:	UNSW Campus Kensington, or home-based/remote, as directed.
Date Revised:	January 2024

POSITION SUMMARY

Arc Wellness strives to put students' health and happiness first. Mental health is more important than ever before and one of the best ways we can improve mental health outcomes on campus is empower students to look out for one another. The Wellness Manager is responsible for the smooth running of the Arc Wellness department, which has the following objectives:

- (1) Empower students to manage their health and enable them to practice the care for others.
- (2) Equip students with the skillset, toolset, and mindset to be proactive in understanding and improving their health as young adults beginning their lifelong wellbeing journey.
- (3) Develop the mental health literacy of the student community and speak to the unique challenges and pressures of the student experience.

KEY TASKS & ACCOUNTABILITIES

- Oversee the Wellness department and team, assisting in strategic planning and ensuring overall success.
- Mentor & support staff
 - Recruit, train, and supervise a number of Program Coordinators (casual student staff members) and manage their development goals.
 - Assist all Program Coordinators to achieve their program goals and wider departmental and organization strategy.
- Program management
 - Provide direction and oversight to program coordinators to launch two additional programs in Arc Wellness' portfolio: Night-time Nibbles, and a Wellness Peer Support Service.
 - Establish the two additional programs, their value propositions, reputation, event series, etc. with the goal to build market share and engage students meaningfully.

- Assist in program execution and event attendance
- Manage administration tasks related to the program including overseeing budgets and spending, reporting on volunteer participation and recognition, managing volunteers as needed, attending, and executing volunteer trainings etc.)
- Communications and content
 - Develop and manage hard copy resources, including brochures and flyers, using evidence-based information.
 - Identify and partner with mental health organisations to co-create relevant and engaging content.
 - Contribute to the direction, execution, and management of the Wellness Instagram
 - Ideate and write content briefs for the communications team to manage and bring to life.
- Training
 - Edit and improve existing trainings for key student stakeholders (Club and Society Executives, Volunteers, Student Representative Council, Postgraduate Council, Student Casuals) with the aim to improve mental health literacy, help seeking behaviours, and ability for peer-to-peer intervention and referral.
- Stay informed about the latest student relevant mental health and wellbeing developments to ensure Arc Wellness is a reliable resource for young people.
- Secure, manage, and maintain relationships with both internal and external stakeholders.
- Provide administrative assistance to the Director of Student Programs and Wellbeing as required, for example with;
 - Recording of transactions, financial accruals and budget management
 - Writing reports and grant applications
 - Research

QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE

SELECTION CRITERIA

- Passionate about the primary objectives of the department.
- Proven understanding and experience in wellbeing issues, awareness, promotion and/ or advocacy.
- Demonstrated project planning skills, including experience in planning, overseeing and finalising the completion of projects.
- High attention to detail with proven organisational and administration skills and the ability to manage time effectively and meet deadlines.
- The ability to coach and mentor others in the areas of leadership, wellbeing, project management, events management, & people management.
- Demonstrated passion and enthusiasm about student life on campus, non-academic programs and services offered to students at Arc @ UNSW.

DESIRABLE

- Experience in the mental health, wellbeing, or student support sectors.
- Experience developing and managing volunteer or community programs.
- Experience in creating or facilitating training.

POSITION RELATIONSHIPS

REPORTING RELATIONSHIPS

Manager

Director of Student Programs and Wellbeing

Reporting to this Position:

Nil

KEY RELATIONSHIPS

Internal

- Wellness Coordinator Team
- Wellness Student Engagement Coordinator
- Marketing & Membership Department
- Wellness & EDI Coordinator
- Communications Manager
- Venue and Events staff
- Student volunteers
- Other Arc Staff as appropriate

External

- UNSW staff
- UNSW students
- Experts in wellness fields
- UNSW Health Promotions Unit

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.