

Position Description



Job Title:	Student Engagement Coordinator: Sustainability
Business Group:	Student Engagement
Section:	Volunteering
Reports to:	Deputy Director of Student Engagement
Location:	UNSW Campus, Kensington
Date Revised:	October 2022

PRIMARY OBJECTIVE

The Student Engagement Coordinator's primary objective is to ensure that Arc's aim to offer the most diverse and comprehensive Volunteering opportunities to the students of UNSW is met. This is done by providing the students with an ever-growing number of opportunities outside the academic aspect of uni-life, and by delivering several of Arc's volunteer programs, including the full suite of Arc's sustainability programs and events.

KEY TASKS & ACCOUNTABILITIES

- Support student staff
 - Supervise a number of Program Coordinators (casual student staff members) and manage their development goals
 - Assist all Program Coordinators achieve their program goals
 - Support other student staff members to complete their duties
- Recruit, train and prepare volunteers to provide services and community engagement through:
 - Bike-ology
 - eReuse
 - The Producers
 - Stationery Reuse Centre
- Volunteer Coordinator Admin Tasks
 - Recruiting Program Coordinators
 - Overseeing the proper spending and reporting on the programs' budgets
 - Reporting on Volunteer participation and organising Volunteer recognition
 - Planning and execution of the Arc Volunteer Training
- Volunteer Program Admin Tasks
 - Recruiting volunteers to engage with the program
 - Grow the program, maximising the scalability of the model
- Define and build the new UNSW Urban Garden community, activating the space, and engaging students and staff to participate in workshops and events around sustainability, garden care, and growing fresh produce.
- Assist in maintaining the Department's web pages, social media and promoting the department and its programs to the student body

- Contribute towards the innovation, improvement and growth of Arc Clubs and Volunteering Digital strategy and engagement opportunities.
- Project-manage tasks as required by the Director and Deputy Director of Student Engagement.
- Provide administrative assistance to the Director and Deputy Director of Student Engagement, for example with;
 - Recording of transactions, financial accruals and budget management
 - Writing reports and grant applications
 - Research
- Relationship Management with external and UNSW stakeholders and other Arc Departments
- Have a thorough and working knowledge of Arc policies and procedures relating to clubs and grants and Arc's Volunteer programs.
- 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

Essential

- Project planning skills, including experience in planning, overseeing and finalising the completion of projects.
- Interpersonal skills and the ability to positively engage with many different types of people especially UNSW students;
- The ability to coach and mentor young adults in the areas of project management, events management, people management & income generation (e.g. fundraising & sponsorship);
- Passion and enthusiasm about student life on campus, non-academic programs and services offered to students at Arc @ UNSW;
- Knowledge of Workplace Health and Safety (WHS) and Ethical Practice, along with the ability to apply these principles in the workplace.
- Strong ethical and professional work attitude

Desirable

- Passion for and understanding of sustainability and sustainable practices;
- Experience delivering services;
- Experience with leadership training and mentoring;
- Experience coordinating and supporting volunteers;
- Experience in digital engagement, web management and social media;