

Position Description

Job Title:	Clubs Events Officer
Business Group:	Student Engagement
Section:	Clubs
Reports to:	Clubs Coordinator (Events & Engagement)
Location:	UNSW Campus (Kensington) and home-based/remote, as directed
Date Revised:	August 2024

POSITION SUMMARY

The Clubs & Volunteering Department serves students through volunteer programs, Clubs, courses and activities. The Clubs Events Officer's core function is to inspire and support students to engage and participate in a wide variety of non-academic interests and activities (particularly through involvement with Arc-affiliated Clubs), including those that will help students develop practical skills outside their academic life. The Clubs Events Assistant works closely with the Clubs Coordinator (Events & Engagement) to achieve the role's key tasks and accountabilities (see below), in addition to working closely with other staff within the Clubs & Volunteering team.

KEY TASKS & ACCOUNTABILITIES

Support Arc-affiliated Clubs

- Work closely with Clubs Coordinator (Events & Engagement) to provide the best possible outcomes for the Clubs Department;
- Respond professionally and succinctly to club enquiries via email, social media, in person or via phone;
- Assist in evaluating existing Arc-run club events and activities and contribute ideas for new offerings based on student and club feedback;
- Assist with the implementation of training to Clubs and student staff on areas such as event management and risk management;
- Assist the Clubs Team with engagement across Arc Clubs events, activities and student consultations.
- Utilise organisational skills to manage spreadsheets and maintain event-related documentation;
- Attend Club events and meetings, as agreed with the Clubs Manager or Clubs Coordinator (Events & Engagement);
- Provide event and logistics support to other Arc Staff running Club-related events and activities as required;
- Assist with processing Club reaffiliation applications;
- Have a thorough and working knowledge of the Arc policies and procedures relating to Clubs;
- Attend to tasks and enquiries during scheduled shifts, either in the Clubs Space or remotely, as directed; and,
- Provide support to Club activities as required by the Clubs Manager or Clubs Coordinator (Events & Engagement).

Support Departmental Operations

- Assist with other Clubs & Volunteering Department activities as required, including Reaffiliation Period and Clubs Training Days;
- Assist with maintenance of the Clubs Space;
- Promote Arc Clubs to the student body;
- Willingness to undertake other related duties as reasonably requested by the Clubs Manager, Clubs Coordinator (Events & Engagement) or required by the Department;

- 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

- Experience with Arc-affiliated Clubs;
- Excellent oral and written communication skills;
- Demonstrated competent use of Windows 10 or 11, with intermediate skill in Microsoft Office applications;
- High attention to detail and strong organisational and time-management skills;
- Demonstrated event management and project planning skills, including experience in planning, overseeing and finalising the completion of projects or the delivery of events to deadlines;
- Proven interpersonal skills and the ability to positively engage with many different types of people, especially UNSW students;
- Appreciation for cultural diversity issues, awareness, promotion and advocacy;
- An understanding of university student 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 and the ability to apply these principles in the workplace.

POSITION RELATIONSHIPS

REPORTING RELATIONSHIPS

Supervisor

Clubs Coordinator (Events & Engagement)

Manager

Clubs Manager

Reporting to this Position:

Nil

KEY RELATIONSHIPS

Internal

- Clubs Officers
- All Arc Staff

External

- UNSW Students, particularly Club Executives
- UNSW Staff

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.