

Position Description

Job Title:	Events and Engagement Coordinator (Clubs)
Business Group:	Clubs
Section:	Student Engagement
Reports to:	Clubs Manager
Location:	UNSW Campus, Kensington
Date Revised:	October 2024

POSITION SUMMARY

The core function of the Events & Engagement Coordinator (Clubs) is to spearhead Arc's engagement with Arc-affiliated Clubs (including through coordinating programs and initiatives), and support relationships with other key stakeholders of the Arc Clubs team. This position enables Arc to engage and develop the students of UNSW through supporting more than 350 student-run Clubs. The position works within the Arc Clubs team, working alongside other full time and part time staff and supporting the Clubs Manager. The Events & Engagement Coordinator (Clubs) also assists with or coordinates other projects undertaken by the Department, as required.

KEY TASKS & ACCOUNTABILITIES

- Arc-run Club Events
 - Coordinate Arc Clubs-run events, such as Games Galore, HobbyCon and International Markets
 - Work alongside other Arc staff to facilitate other Arc-run activities that have a significant Clubs focus, such as O-Week
 - Provide event management and logistics support to other Arc Staff running Club-related events and activities, such as training opportunities for student leaders
 - Review existing Arc-run Club event and activity offerings and drive the development of new offerings, in consultation with students and Clubs

- Student Stakeholder Engagement
 - Enhance the visibility of Arc Clubs and Arc-affiliated Clubs within the UNSW Community
 - Drive engagement between the Arc Clubs team and student stakeholders, especially Arc-affiliated Clubs, Club Executives, UNSW students.
 - Develop engaging and approachable relationships with Clubs and Club Executives
 - Provide targeted event support for communities of Clubs based on input and feedback from the relevant community
 - Work with other Arc departments to ensure consistency and positive outcomes for those departments and Clubs.
 - Assist with the establishment of ongoing mechanisms for engagement between the Clubs Team and relevant stakeholders
 - Provide input on support structures created and utilised by Arc to Arc-affiliated Clubs, including on areas such as facilities and equipment, events, grant funding, training, promotional support

- Club Events Support
 - Provide training to Clubs and student staff on areas such as event management and risk management.
 - Provide support and advice to Clubs on running events, particularly larger scale and multi-day events.
 - Encourage and facilitate new or bigger Club activities, both with individual Clubs and with groups of Club, such as sporting tournaments and hackathons.
 - Undertake other tasks to support Club-run events, as required by the Head of Clubs and Digital Solutions

- Assist the Clubs Manager to develop & achieve department goals, especially in relation to Club stakeholder engagement, including:
 - reporting on and evaluating Arc Clubs initiatives and making recommendations on future developments, improvements and budget
 - provide recommendations and input on Club-related policies and participate in policy implementation.
 - Have a thorough and working knowledge of Arc policies and procedures relating to Clubs

- General Department Support
 - Assist in preparing documents and other administration support for the Board and its subcommittees as required by the Club Manager or Director of Student Engagement
 - Project-manage or undertake tasks as required by the Club Manager or Director of Student Engagement
 - Assist with Clubs Department events, activities and projects as required, including O-Week and Launch Week.
 - Aid the Clubs Manager and Director of Student Engagement with research and writing reports and grant applications as required.

- 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 at university and within the workplace.
- Perform all Arc-required cultural & behavioural competencies to a satisfactory level.
- Actively engage in fair and equitable workplace practices and behaviour to ensure a 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

- Passion for Campus life, to maximise it at UNSW through student Clubs.
- Proven skills and experience managing events involving many stakeholders
- Experience in student engagement, ideally within a university setting
- Proven interpersonal skills and experience, ability to work with and positively engage with many different types of people, especially students in a student-oriented environment; a strong background in customer service is preferable;
- High level oral and written communication skills including proven skills in relationship building;
- High attention to detail with demonstrated project planning skills, including experience in planning, overseeing and finalising the completion of projects on time;
- Demonstrated competent use of Windows OS, with Intermediate skill competence in Microsoft Office applications (particularly Microsoft Word and Excel);
- Knowledge of Workplace Health and Safety (WHS) and Ethical Practice, along with the ability to apply these principles in the workplace;

DESIRABLE CRITERIA

- Experience with student Clubs (or similar organisations), especially at UNSW
- Experience with online community engagement, especially with students
- Experience with event management and training;
- Proven experience establishing new procedures
- Experience using CRM software, especially Salesforce
- Current NSW Drivers Licence (at least Provisional)