

Position Description



Job Title:	Student Global Sport Coordinator
Department:	Student Services
Section:	Sport
Reports to:	Student Engagement Coordinator (Inclusion & Intersarsity)
Location:	UNSW Campus Kensington
Date Revised:	August 2024

POSITION SUMMARY

Global Sport is a new program with a focus on increasing the participation of International Students in sport, health and wellbeing activities on campus. The program focuses on providing pathways to inclusion in sport clubs and programs at UNSW, promoting a healthy and balanced lifestyle and offering opportunities to get involved in the UNSW student community. The Global Sport Student Coordinator is responsible for the logistics, coordination and review of numerous sport, health, and well-being initiatives as part of the Global Sport program.

Global Sport programs that are held throughout the year include (but are not limited to):

- Learn to Series (Gym, Swim, Sport and Outdoor)
- Social events and activities
- Group fitness and wellbeing initiatives
- Outdoor trips and activities such as surfing, camping, and hiking
- Representative opportunities and linking to UNSW Sport clubs, Social Sport and #TeamUNSW

KEY TASKS AND ACCOUNTABILITIES

- Assist in the recruitment, training and liaising with staff and volunteers to fulfil the program delivery
- Assist with the organisation of events including training, support, and administration
- Assist with maintaining the budget of relevant events (with guidance and assistance), and maintain financial records to ensure all events are within the supplied budget
- Liaise with sport clubs, relevant Arc departments and external providers to ensure maximum attendance
- Responsible for organising the equipment, prizes, and guidelines for all sport events and programs
- Implement marketing and promotions of allocated sport programs
- Suggest new event and activities to ensure the sport department is relevant to the UNSW International Student population
- 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 the work place;

- Perform all Arc required Cultural & Behavioral Competencies in satisfactory level

QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE

ESSENTIAL CRITERIA:

- Undertaking a tertiary qualification at UNSW
- Microsoft Office and social media skills
- Demonstrated experience of working with students from a range of diverse backgrounds
- Demonstrated ability to manage and motivate volunteers

DESIRABLE CRITERIA:

- Knowledge of the International Student demographic and Sport at UNSW
- Excellent oral and written communication skills
- Self-confidence, self-motivation, and drive
- Ability to inspire and motivate others
- Strong relationship building skills, including the ability to deal with a variety of clubs and member-based organisations
- Willingness to be accountable, responsible, reliable, and work unsupervised

POSITION RELATIONSHIPS

REPORTING RELATIONSHIPS

Report to: *Sport Engagement Coordinator (Events)*

Direct Reports: *N/A*

KEY RELATIONSHIPS

Internal

- Sport Department
- Director of Sales & Marketing and Membership Department
- Clubs and Volunteering Department
- Venue and Events Department
- UNSW Sport Clubs

External

- UNSW staff
- UNSW students
- UNSW Fitness and Aquatic Centre

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.