



## POSITION DESCRIPTION

<b>Position Title:</b>	Programs Event Coordinator
<b>Department:</b>	Student Programs
<b>Reports To:</b>	Programs Manager
<b>Supervises:</b>	Student Activity Officers where required Volunteers
<b>Employment Type:</b>	Full Time Fixed Term
<b>Classification:</b>	Level 4 The University of Sydney Union Industrial Agreement 2001
<b>Conditions:</b>	35 hours per week, May include some weekends and nights as dictated by business requirements

### Purpose

To deliver a program of events that drive student engagement and enhance the campus experience.

### About USU

The USU is a not-for-profit organisation that has existed to serve the University of Sydney community since 1874 when it began as a humble society for ambitious student debaters.

We provide key programs, services and facilities that enhance campus life for the many thousands who join and interact with us. The programs department deliver student experiences through a range of activities including programs, events, clubs and societies, activation's and funding initiatives.

The USU's vision is to provide the best university experience in Australia and our mission is to be the heart of uni life.

### Job summary

Student Programs is at the heart of campus life at the University of Sydney. This role is responsible for the programming, planning, execution and evaluation of a diverse range of student events, including but not limited to onsite event coordination, stakeholder management and marketing.

The Programs Event Coordinator is a valued member of the Student Programs team and works with various internal and external stakeholders to deliver a dynamic calendar of programs and events.

### Selection Criteria

#### Qualifications/sector experience

- Tertiary qualification in Marketing/Event Management or relevant related experience

#### Knowledge, skills and competencies

- Proven experience developing and delivering content for events

- Proven experience developing and executing marketing campaigns
- Proven experience with stakeholder engagement and management
- Budget management, reporting and accounting practices experience
- Excellent written, verbal communication/listening/problem solving skills
- Ability to manage and prioritise competing deadlines and tasks
- Computer-based administrative systems, particularly Microsoft and Google suite of applications and database platforms
- An understanding of the youth market (18 – 24 year old)
- Ability to set priorities and establish objectives and milestones
- Outstanding customer service and communication skills
- A good operational understanding of WH&S

### Personal qualities

- Warm and approachable, ability to listen actively, friendly and professional
- A leader with a high level of integrity, honesty and commitment
- Ability to confidently deliver information to both internal and external parties
- Highly motivated, proactive team player
- Strong attention to detail and good initiative
- Adaptable to change
- Ability to work in a team environment or autonomously

### Desirable criteria

- Demonstrated knowledge of the University of Sydney, The University of Sydney Union and its activities
- Experience in working in a not-for-profit organisation
- Experience working with young people and in youth affairs
- Current provisional or above NSW Driver's license

<b>POSITION ACCOUNTABILITY STATEMENTS (PAS)</b>		
<b>Key Result Areas</b>	<b>Key Tasks</b>	<b>Key Performance Indicators</b>
Coordination of campus events	<p>Manage events on and off campus for local and international students as directed by the Programs Manager including Campus Race, Day Trips, Australian Discussion Groups and Language Exchange</p> <p>Manage community days and festivals in line with approved USU Events Calendar including International Women's Day, Wear it Purple, NAIDOC Week, Market days etc.</p> <p>Assist the Programs Manager with management of flagship events including International Orientation, Welcome to Sydney Party, International Festival</p> <p>Liaise with the Programs Manager to assist with budget management</p>	<p>Events successfully programmed and managed, on time and to budget</p> <p>Risk assessments completed before all events</p> <p>All work conducted within budgets</p> <p>Nil injuries/ incidents at events</p> <p>Demonstratable growth from positive/ constructive feedback</p>

	<p>Ensure measurement and feedback mechanisms are in place for all programs and events</p> <p>Ensure all events are COVIDSafe and safely run</p>	
Volunteer Management	<p>Overall management of the Volunteering program including the recruiting, training and deploying of volunteers</p> <p>Manage, update and develop volunteer database</p> <p>Manage all communications to volunteers including newsletters, social media, emails etc.</p> <p>Monitor and respond to legislative and policy changes to the status of or work with volunteers including Working With Children policies</p>	<p>Appropriate number of volunteers recruited and deployed per program and sufficiently trained</p> <p>Volunteers database maintained and continually improved</p> <p>Volunteers kept up to date with upcoming opportunities and requests responded to efficiently</p> <p>Working with children and other requirements met</p>
Marketing of campus events	<p>Produce marketing briefs as directed to organise promotional collateral (digital and print) from the Marcomms team.</p>	<p>All marketing deadlines are met and collateral is delivered on time</p>
Cultural Partnerships	<p>Manage the relationship and formal agreements between USU and the 'USU Cultural Partners'</p> <p>Identify opportunities to collaborate with student groups to provide new opportunities and enhance the student experience.</p> <p>Regularly review spaces and resources available to USU Cultural Partners</p>	<p>USU and partner compliance on MOUs and other Agreements.</p> <p>New partnerships established via these student groups</p> <p>Partnerships reviewed annually</p> <p>Positive partnerships formed between USU and student groups</p>
Work Health & Safety (WHS)	<p>Conduct all work in a safe manner</p> <p>Comply with all WHS policies, procedures and instructions</p> <p>Report all incidents and hazards immediately to Supervisor and People &amp; Culture Department</p> <p>Use and maintain safety devices and personal protective equipment correctly</p>	<p>All incidents and hazards reported immediately</p> <p>All WHS instructions, policies and procedures complied with</p>

<p>Demonstrate commitment to the department and USU as a whole</p>	<p>Shows a willingness to assist others – both within own department and in other areas  Forthcoming with ideas  Performs other reasonable duties as requested by Manager  Interacts with team and other stakeholders in a professional, respectful, polite and courteous manner</p>	<p>Responsive to requests  Willing to assist in times when the area is short staffed</p> <p>Attends and interacts constructively at meetings</p> <p>Takes an interest in the challenges faced and contributes ideas/ suggestions to make improvements</p> <p>All interactions are professional, respectful, polite and courteous</p>
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Physical Requirements

Required frequently: sitting, standing, walking, reaching, driving, lifting up to 10 kilograms

Compiled by: Director, Student Programs Date: Feb 2021

Authorised by: People & Culture Date: Feb 2021

Current Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_