

## Position Description

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<b>Job Title:</b>	<b>Sustainability &amp; Student Engagement Coordinator</b>
<b>Business Group:</b>	Student Services
<b>Section:</b>	Volunteering
<b>Reports to:</b>	Director of Student Programs & Wellbeing
<b>Location:</b>	UNSW Campus, Kensington
<b>Date Revised:</b>	<b>November 2024</b>

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### **PRIMARY OBJECTIVE**

The Sustainability & Student Engagement Coordinator is responsible for delivering Arc's suite of four sustainability programs (Bike-ology, eReuse, The Producers and Stationery Reuse) that engage students in meaningful initiatives that are kind to the planet and inspire environmental action. This role combines volunteer management, event coordination, and project delivery to create impactful opportunities for students to connect with sustainability at UNSW while establishing and nurturing vibrant student experiences and communities. Key deliverables include managing events, supporting student leaders, and driving innovative projects that make a measurable impact.

### **KEY TASKS & ACCOUNTABILITIES**

- Mentor & Support Student Staff
  - Mentor and supervise a number of Program Officers (casual student staff members) in areas of volunteer management, program management and event management
  - Assist all Program Officers to achieve their program and personal development goals
  - Support other student staff members to complete their duties
- Volunteer Officer Tasks
  - Recruit, train, mentor and supervise a number of Program Officers (casual student staff members) in areas of volunteer management, program management and event management
  - Assist all Program Officers to achieve their program and personal development goals
  - Support other student staff members to complete their duties
- Volunteer Program Tasks
  - Manage the portfolio of sustainability programs including
    - Bike-ology,
    - eReuse
    - The Producers

- Stationery Reuse
- Assist in overseeing the Food Hub Community Officer, advising on volunteer management, and event organisation and facilitation.
- Drive the innovation, improvement and growth of the programs, ensuring their longevity and scalability
- Establish partnerships and collaborate with stakeholders both internally and externally for events and engagement activities
- Oversee the proper spending and reporting on the programs' budgets
- Report on key metrics and progress towards targets, KPTs, and program impact
- Support the broader Volunteering department by contributing to cross-portfolio initiatives, including facilitating collaborative volunteering events, assisting with administrative tasks, and preparing reports
- Collaborate with the Director of Student Programs & Wellbeing to deliver departmental objectives, providing assistance with key projects and operational activities as required
- Maintaining the Department's web pages, social media and promoting the department and its programs to the student body

## **QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE**

### **SELECTION CRITERIA**

#### **Essential**

- Event and project management skills, including experience in planning, overseeing and finalising the completion of complex projects.
- Experience coordinating, mentoring and supporting volunteers.
- Understanding and experience in sustainability awareness, promotion and/ or advocacy.
- Interpersonal skills and the ability to positively engage with key stakeholders, staff, and UNSW students.
- The ability to coach and mentor young adults in the areas of project management, events management, and people management.
- Passion and enthusiasm about student life on campus, non-academic programs and services offered to students at Arc @ UNSW.
- Experience ideating, creating, facilitating and finalising projects and programs
- Strong ethical and professional work attitude.

#### **Desirable**

- Experience in leadership training and mentoring.
- Experience in:
  - Bicycle maintenance and management
  - Horticulture and gardening
  - Computer hardware refurbishment.

## **POSITION RELATIONSHIPS**

## **REPORTING RELATIONSHIPS**

### **Manager**

Director of Student Programs & Wellbeing

### **Reporting to this Position:**

- Bike-ology Officer
- eReuse Officer
- Food Hub Community Officer
- The Producers Officer
- Stationery Reuse Officer

## **KEY RELATIONSHIPS**

### Internal

- Marketing Department
- Arc Clubs
- Roundhouse

### External

- UNSW MCIC
- UNSW Estate Management

*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.*