

POSITION	Tertiary Coordinator
SALARY	\$68,334.76 + Superannuation Level 2.1 SCHADS
EMPLOYMENT TYPE	Full-time
LOCATION	Sydney, NSW
START	ASAP

batyr is a 'for purpose' preventative mental health organisation, created and driven by young people, for young people. We run programs that help reduce the stigma surrounding mental health and empower young people to reach out for support. We help create supportive communities.

We are an energetic, fun and dynamic team who are passionate about changing the way we speak about mental health. Excitingly, we are on the hunt to build our team with even more passionate, skilled and driven people to continue to develop our high-performance culture and expand the reach and impact of batyr. If you want a workplace where you can bring all of your full, weird and wonderful self to the office each day, this is the place.

working with us

At batyr, we care deeply about those we welcome into our work-family and do our best to support our team. We do this by:

- providing all permanent staff with a wellbeing budget that you can use on a gym membership, a new surfboard, pottery classes, music lessons, a spa treatment, a new book... almost whatever you need to help keep you feeling good
- wellbeing leave - your personal leave doesn't just have to be for sick days, at batyr you can also use this leave to support your mental health and wellbeing
- flexible working arrangements
- 4 weeks paid parental leave + other entitlements
- salary packaging up to \$15,900 pa - because we're a not-for-profit, you can choose to receive a proportion of your wage as reimbursement of personal expenses, with no income tax payable on this money
- a bring your own device policy, with reimbursements for using your own phone and computer

batyr is committed to providing a safe, culturally appropriate, inclusive environment for all people, regardless of their ethnicity, faith, disability, sexuality, or gender identity. We believe that everyone's voice is valid and worthy of being heard and because of this, we strongly encourage people from all backgrounds to apply, especially those from minority or marginalised communities.

about you

You may or may not be able to pull off a beret (not a role requirement), but you certainly can wear many hats. You thrive in a role that's different every day and enjoy building meaningful relationships, taking the time to understand the needs of the individuals and communities you engage with. A confident communicator, you switch easily between chatting with students and meeting with Heads of Faculties. You're the go-to planner in your friendship group and get excited about bringing people together with well-organised events that cater to diverse interests. You're passionate about supporting and mentoring a group of student volunteers, celebrating strengths, diversity, and teamwork, and helping others reach their potential. With boundless energy, you embrace challenges with a positive, solution-focused mindset.

As with all of our team, you will live and breathe the batyr values of balance, boldness, empathy, inclusivity, and positivity. Most of all, you can't wait to help build a connected and supportive mental health community across the tertiary sector in NSW - while having fun along the way!

position summary

The Tertiary Coordinator will be managing batyr's tertiary partners in NSW; responsible for implementing programs aimed at reducing mental health stigma and improving mental health and wellbeing outcomes across the tertiary community. The role includes booking batyr's preventative mental health education programs and broader offerings within faculties and student groups, ensuring maximum reach and impact.

Collaboration with key tertiary stakeholders is central to this role, maintaining strong, long-term relationships by ensuring mutual needs are met. This will include regular meetings with the key stakeholders and faculty staff to tailor programs and initiatives to meet the specific needs of the university community. The role will also involve recruiting, mentoring and supporting batyr's student Mental Health Ambassadors across multiple partners, who will plan and deliver mental health awareness initiatives on campus.

The Tertiary Coordinator will monitor and report on key deliverables, ensuring feedback is provided internally and to university stakeholders. The role will maintain efficient processes and structures, with a proactive approach to evaluate and adapt processes where necessary as batyr scales. Additionally, this role will contribute to shaping batyr's future strategy by sharing insights surrounding the mental health and wellbeing needs of the community and the evolving landscape of tertiary education.

key responsibilities

- Ensure the high-quality delivery of batyr's programs and offerings by securing bookings, collaborating across teams and supporting on-the-ground program delivery.
- Drive student volunteer recruitment and oversee, train and guide the batyr@uni Mental Health Ambassador volunteer teams to deliver impactful events and campaigns that engage as many students on campus as possible.
- Key stakeholder management and collaboration within the tertiary partnerships, facilitating feedback loops between batyr and key stakeholders, and working closely within university structures such as wellbeing services, faculties, unions, units, student organisations and accommodation services.
- Develop and maintain expertise in batyr's offerings, impact, and the mental health and wellbeing landscape within tertiary education, including understanding key needs and barriers.

- Ensure successful completion of key deliverables outlined in the partnership agreements within clearly established timelines, procedures and guidelines.
- Attend and/or present at university workshops, meetings and forums relating to student mental health and batyr.
- Effectively use our CRM system (Salesforce) to manage all contacts and programs, optimise stakeholder engagement and ensure smooth program delivery.
- While your primary locations will be UTS and USYD, you may be required to support additional tasks and program delivery in other locations as needed in collaboration with the relevant State Manager.

essential selection criteria

- Active interest in reducing the stigma around mental health
- Demonstrated ability to take initiative and deliver in a highly varied role
- Experience in building and maintaining relationships with internal and external stakeholders
- Strong interpersonal and communication skills
- Demonstrated ability to work autonomously and as part of a team
- Proven ability to manage competing priorities and achieve set targets/KPIs
- Organisation skills and proven ability to manage competing priorities
- Public speaking and presentation skills, with experience engaging and guiding audiences or groups
- Demonstrated ability to receive and implement constructive feedback
- Strong organisational ability to follow and create new systems and processes, and manage multiple stakeholders

desirable selection criteria

- Experience in preventative mental health, youth sector, tertiary sector and/or not-for-profit sector
- Experience in event planning and/or project management
- Experience coordinating and engaging volunteers
- Current driver's licence