

Position Title:	Clubs & Societies Manager
Staff Division:	Student Representation
Employment Status:	Full Time, Ongoing (1.0 FTE)
Classification Level:	PL 8, <i>University of Melbourne Student Union Agreement 2023-2025</i>
Reports to:	Divisional Manager, Student Representation
Reported to by:	Clubs & Societies Administrators x2
Incumbent:	Vacant
Date Effective:	October 2026

The University of Melbourne Student Union Inc (UMSU)

The University of Melbourne Student Union Inc (UMSU) is a dynamic, for-purpose incorporated association, serving as the representative body for all students at the University of Melbourne. Structured around student control of student affairs, UMSU is governed by an elected Students' Council and twelve student departments, chosen by and from the student body.

Located in the heart of the University of Melbourne's award-winning student precinct, UMSU is a vibrant, creative, and diverse social justice organisation committed to representing and supporting University of Melbourne students. Our vast arts and culture programs for emerging student artists are run in a state-of-the-art theatre, a professional art gallery, the iconic Rowden White Library and the Ida Bar – the only student bar on campus.

Our commitment extends beyond engagement to essential support services, including a free legal and advocacy service for students. We host events co-designed by students supported by professional staff, and publish multiple student-led publications, including *Farrago*. Beyond that, UMSU runs a food relief program, oversees over 1000 student volunteers, and has more than 200 affiliated student clubs.

UMSU's overarching goal is to enhance student life at the University of Melbourne. We achieve this by elevating and representing student voices through purposeful engagement and advocacy, offering exceptional programs, services, and opportunities that promote inclusivity and accessibility. Each of our dedicated student departments, committees, and collectives play a pivotal role in shaping the university experience.

Staff at UMSU are organised within four divisions with multiple teams:

- Advocacy & Legal
- Arts & Culture
- Student Representation
- Operations & Communication

The UMSU Constitution establishes that we will:

- Advance the welfare and interests of students.
- Represent students of the University within the University and to the community.
- Provide amenities and services, principally for students and other members of the University community, and incidentally to the public.
- Provide an independent framework for student social and political activity.
- Develop, maintain and support student clubs, societies and associational life generally.
- Promote and defend the rights of students to education on the basis of equality without regard to race, colour, sex, sexuality, gender identity, age, physical disability, mental illness, economic circumstances, political religious or ideological conviction, or national or social origin.
- Oppose violence and/or hatred through militarism, nationalism, or discrimination on the basis of race, colour, sex, sexuality, gender identity, age, physical disability, mental illness, economic circumstances, religion, or national or social origin;
- Provide a democratic and transparent forum in which students' affairs and interests can be
- Governed in an effective and accountable manner; and
- To promote free and accessible government-funded education.

Divisional Overview

The Student Representation Division enhances student leadership and representation through support and resourcing of UMSU's elected representatives, clubs, societies, and volunteer programs. The staff in the division support the operational, governance and campaign functions of UMSU's elected student representatives, departments and committees, as well as the good governance of Students' Council. The division assists with collaboration with other UMSU staff divisions to maximise the positive impact of student participation.

Position Summary

UMSU has more than 250 affiliated student clubs, societies and theatre groups that cover a diverse array of interests and cultures. Operating under the broad direction of the Divisional Manager, Student Representation, the Clubs & Societies Manager will oversee the Clubs & Societies staff team and collaborate with its elected student representatives to ensure a vibrant, safe, inclusive and positive environment for clubs, societies and student theatre groups affiliated with UMSU. The role will also assist the Student Representation Division to ensure its activities and services support effective governance and compliance, and align with UMSU's strategic priorities, compliance requirements and funding obligations, and profile the importance of its affiliated clubs, societies and theatre groups.

Importantly, the Manager role will lead the strategic development of the Clubs & Societies department's services, programs, training and event collaboration to support clubs, societies and student theatre groups to create a positive student experience. Recognising the significant role of student leaders, UMSU will seek to facilitate and strengthen the role of student clubs, societies and student theatre groups to provide:

- Opportunities for social interaction with peers that have cultural or community connections or like-minded peers to create a sense of belonging and/or make lifelong memories, friends, and discover or develop shared passions and niche interests;

- A better balance of learning and development, which builds employability skills like adaptability and collaborative leadership;
- Peer-led and cooperative experiences that engender positive changes to behaviour and encourage civic responsibility, collective action, and social accountability.

As a senior leader at UMSU, this role will supervise and develop the skills of Clubs & Societies' staff, and mentor elected student representatives, Committee members and volunteers in the effective delivery of their roles and responsibilities. It will also develop and maintain effective internal and external stakeholder relationships to support collaboration, engagement and the strategic objectives of Clubs & Societies and UMSU.

UMSU provides student-facing services and events on University of Melbourne campuses, and work will be undertaken in person and on site, subject to UMSU's Flexible Work Policy and relevant legislative provisions. UMSU staff employment conditions are covered by the *University of Melbourne Student Union Agreement 2023-2025* and associated policies.

Key Accountabilities

Team Leadership

- Provide strategic direction to the Clubs & Societies department, aligning activities and services with UMSU's Impact and Outcomes Strategy, Constitutional objectives, Students' Council directives, and UMSU policies and regulations.
- Ensure the Clubs & Societies department, including elected student officer bearers and its committee, is aware of, and meeting, its compliance requirements, funding, data and reporting obligations.
- Supervise and develop Clubs & Societies staff, establishing clear priorities, work plans, performance expectations and professional development opportunities.
- Provide subject-matter expertise, mentorship, skill development and risk management support to elected student representatives, committee members, and volunteers in the effective delivery of their roles and responsibilities.
- Oversee the coordination of complex and competing work priorities by delegating tasks, providing sound advice, and exercising judgement in the management of sensitive or high-risk matters.

Stakeholder Engagement and Relationship Management

- Develop and maintain effective communication and working relationships between student representatives, volunteers and UMSU staff members across all divisions.
- Expand and strengthen relationships with student leaders from clubs, societies, theatre groups, faculty clubs and graduate groups to identify opportunities for collaboration, partnership and engagement that support the strategic objectives of UMSU and student outcomes
- Assist the Divisional Manager, SRD, and the CEO to strengthen external stakeholder relationships, including within the University of Melbourne and external organisations, to develop partnerships, training, professional and funding opportunities and reward and recognition outcomes for student leaders.
- Support cultural clubs, in particular club executives and committee members, to develop and deliver appropriate responses to emerging needs and world events affecting their communities, providing strategic advice, collaboration and support as required.

- Manage emerging issues that may impact the wellbeing or effectiveness of student representatives and volunteers, including matters that may create or exacerbate psychosocial risks.
- Facilitate dispute resolution aligned with UMSU Workplace Conduct Policy and Interaction Protocols, Clubs & Societies regulations and the Affiliation Agreement and work with relevant UMSU staff, and/or refer or seek secondary consultation as required

Governance and Compliance

- Provide advice to student representatives, committee members, and staff on financial, governance, policy, planning, risk and operational matters to support informed and effective decision making.
- Provide advice on the application, interpretation, and improvement of Clubs & Societies Regulations, UMSU policy, and relevant legislative, regulatory and insurance requirements.
- Coordinate and oversee the fulfilment of legal, contractual and other compliance requirements relating to Clubs & Societies activities, including but not limited to liquor licensing, public liability insurance, risk assessments and other relevant legal and risk management obligations.
- Facilitate and support the provision of appropriate disaffiliation, appeal and complaint information between the Clubs & Societies' Office Bearers, Committee, student club executives and the General Secretary and Students' Council as required.
- Monitor changes in legislation, regulatory requirements, and UMSU policy, assessing their implications for Clubs & Societies and recommending improvements and updates.
- Develop and deliver induction and information sessions for new Clubs & Societies executives on key governance, compliance and safety matters, including child safety, gender-based violence prevention, dispute resolution and relevant UMSU policies and procedures.

Operations and Project Management

- Oversee the effective and efficient delivery of Clubs & Societies operations, ensuring administrative and financial processes comply with UMSU and Clubs & Societies regulations and policies.
- Manage enquiries, applications, grants, affiliations and Committee documentation in accordance with relevant policies, procedures and requirements.
- Manage the Clubs & Societies budget in accordance with UMSU policies, financial regulations and strategic priorities, prepare the annual staff operational expenditure budget, and support the incoming elected office bearers with budget information as required.
- Integrate the affiliation arrangement and support for Student Theatre Groups as deemed necessary and beneficial for student-centred outcomes.
- Coordinate the delivery of Clubs & Societies activities and programs, including Orientation and theme weeks.
- Lead projects that improve Clubs & Societies governance and professional skill training, systems, processes and the student leadership experience, including communication, collaboration and profiling of clubs, societies, theatre groups and graduate groups.
- Develop and monitor measures to assess the impact and effectiveness of Clubs & Societies activities and services in line with UMSU's Impact and Outcomes Strategy.
- Prepare, collate and distribute information and resources to support the effective operation of the Clubs & Societies department.
- Represent Clubs & Societies and assist Clubs & Societies office bearers to represent the department on relevant University of Melbourne working groups and committees as required.
- Assist and support to Clubs' Council and Student Theatre Council meetings and processes.

Level of Supervision and Typical Activities

Work under broad direction, with a considerable degree of autonomy and responsibility for the management and development of Clubs & Societies. Provide leadership to professional staff and exercise significant initiative, judgement and independence in the management of complex and sensitive matters.

Typical activities include:

- Lead the development and implementation of services, policies, and projects requiring a high degree of knowledge, sensitivity and the integration of UMSU policies, University requirements and relevant external legislation and regulations.
- Manage a specialised functional area where significant innovation, initiative and judgement are required to achieve objectives within a complex organisational environment.
- Provide senior administrative and strategic support to the Student Representation Division, taking into account the scope, resources, external activities and operational requirements of the Clubs & Societies function.

Task Level

Demonstrated capacity to conceptualise, develop and review professional, management and administrative policies, programs and processes within Clubs & Societies. Requires significant high-level planning, innovation and management capability, with responsibility for managing budgets and the delivery of strategic priorities.

Organisational knowledge

Conceptualise, develop and make policy recommendations for Clubs & Societies, involving high-level engagement with internal and external stakeholders. Lead programs and initiatives involving major change that may impact Clubs & Societies, UMSU and other areas of the organisation.

Judgment, independence and problem solving

Responsible for program development and implementation of Clubs & Societies initiatives. Provide strategic advice and support to staff and student representatives, requiring the integration of internal policies, external requirements and emerging needs, and the ability to achieve broad objectives within a complex organisational structures.

Health & Safety and Environmental Responsibilities of Staff

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct. UMSU staff are required to understand and comply with the organisation's policies and procedures, including, but not limited to:

- *Workplace Conduct Policy*
- *Interaction Protocols Policy*
- *Child Safety Policy*
- *Health and Safety Policy*
- *Privacy Policy*
- *Constitution and regulations, such as the Financial Regulations*
- *Prevention of Sexual Misconduct Policy*

- *Fraud Risk Management Policy and Corporate Governance Policy.*

Flexibility to work remotely is subject to UMSU's *Flexible Work Policy* and relevant legislation, which applies upon commencement.

Key Selection Criteria

Essential Skills and Qualifications:

1. Postgraduate qualifications; or, progress towards postgraduate qualifications and extensive relevant professional experience; or, extensive experience and management expertise; or an equivalent combination of relevant experience and education/training.
2. Demonstrated experience leading and developing staff and managing a functional area, including the ability to set priorities, allocate resources and achieve outcomes within competing demands.
3. Demonstrated experience providing strategic support and specialist advice relevant to the governance, record-keeping, legislative and regulatory compliance of incorporated and unincorporated associations, such as student-led clubs and societies.
4. Proven ability to work autonomously with a high degree of initiative and judgement, managing competing priorities in a complex organisational context and delivering outcomes within agreed timeframes and resources.
5. Exceptional relationship, negotiation and rapport-building skills, including experience building trust, confidence and cooperation in achieving organisational objectives, and creating positive and effective relationships with internal and external stakeholders.
6. Excellent written and oral communication skills, and experience preparing high-quality reports.
7. A valid employee Working with Children Check.

Desirable Skills and Qualifications:

- Previous experience working in either the university or not-for-profit sector.
- Demonstrated commitment to the principles of student unionism.
- Passion for the role of student-led clubs, societies and groups in university life.
- Excellent sense of humour.

UMSU is a child safe organisation, based on Wurundjeri country. We value diversity, embrace difference, and nurture a connected, safe, and respectful community. UMSU is a member of the Australian Network for Disability. We are committed to creating and maintaining a diverse, inclusive, and safe work environment.

First Nations' people, people of all ages, across all gender spectrums, people with disabilities and culturally and linguistically diverse people are strongly encouraged to apply.

We acknowledge the Traditional Owners of the lands on which we work, and that sovereignty has never been ceded. It always was, and always will be, Aboriginal land.

I have read, understood and agree to comply with the position description.

Signed: _____

Date: _____

(Incumbent)

Signed: _____

Date: _____

(Supervisor)

The information contained in this position description is intended to describe the nature and level of work to be performed. This is not considered an exhaustive list of all the responsibilities, duties or skills required in the role.