

Community Experience Coordinator

College/Division	Academic Division
School/Section	Student Experience
Location	Sydney
Classification	HEO6
Reporting line	Manager of Communities and Enrichment

Position Summary

The University of Tasmania's Community Experience Model is a key institution wide strategic initiative aimed at enhancing the student experience by building connection and sense of belonging amongst our student cohorts within a coherent community model. Our approach is distinctively island inspired and is designed to deliver enrichment experiences to students in a safe and supportive environment.

The University Community Experience Model will give each student a community to belong to that will be their gateway to vibrant experiences beyond their studies. In addition to bringing vibrancy and life across the University's precincts (Hobart/Launceston/Cradle Coast/Sydney/online) students will engage with their Community to broaden and strengthen their networks by extending their curricular experience through activities like volunteering, leadership development, sport, art, performance and cultural celebration. In doing so, they will extend their connections with other students, academics, alumni and the wider Tasmanian community and build the attributes and experiences to prepare them for successful graduate life.

We are seeking to appoint a Community Experience Coordinator to coordinate the design and delivery of student-led activities and programs of relevance to the University Community Model on our Rozelle campus. This role will be part of the Student Extension and Employability team of the Student Life and Enrichment portfolio which is part of the [Academic Division](#).

The Community Experience Coordinator will be responsible for coordinating and supervising a group of student Community Engagement Leaders and volunteers to develop and deliver a range of student focused events, programs and activities. The Coordinator will be responsible for the development of student leaders under their supervision and for assuring activities delivered align with and contribute to the University Community Experience Model. This will include advising on event management protocols, including but not limited to risk mitigation and planning, communications and evaluation and reporting of events.

The Community Experience Coordinator will work as an institution wide team and under the direction of the Manager of Communities and Enrichment and will coordinate and develop student leaders in line with the University's peer program principles. Community Experience Coordinators will support the delivery of state-wide, intercommunity events and programs including but not limited to Orientation and Welcome, Days of Service, the University Community Sports Program and events on the cultural celebrations calendar. Community Experience Coordinators will work closely with staff from across the Divisions and Colleges and with TUSA to deliver a consistent community experience across in each campus precinct and online.

We are an inclusive workplace committed to 'working from the strength that diversity brings' reflected in our Statement of Values. We are dedicated to attracting, retaining and developing our people and are committed to inclusive principles. We celebrate the range of diverse assets that gender identity, ethnicity, sexual orientation, disability, age and life course bring. Applications are encouraged from all sectors of the community. Tell us how we can make this job work for you.



What You'll Do

- Coordinate all elements of the employee lifecycle for precinct-based Community Engagement Leaders including, but not limited to, recruitment, rostering, training, supervision and professional development.
- Work collaboratively with staff throughout the University, the Tasmanian University Student Association, and with Community Engagement Leaders, to develop and deliver fit for purpose enrichment programs, experiences and events that deliver on all thematic areas of the University Community model
- Ensure activities delivered adhere to compliance, budgetary and governance requirements to ensure all Community activities are carried out in line with the University's obligations and commitments
- Work effectively and constructively with an institution wide team, championing collaboration and effective communication
- Collect evaluative data on events and activities and work with the Manager of Communities and Enrichment to report on engagement and impact of the University Community Experience Model
- Undertake other duties as required by supervisor

What We're Looking For (success criteria)

- Relevant experience in event management, including, but not limited to - stakeholder engagement, planning, communication, managing providers and risk management
- Experience in the design and delivery of activities or programs that engage diverse groups and follow compliance requirements
- Demonstrated experience in supervision or mentoring of junior staff or colleagues
- Ability to work effectively and constructively within a team environment
- Demonstrated ability to establish rapport and build and maintain relationships across a large and complex organisation
- Highly developed organisational skills and the ability to prioritise tasks and deliver to tight timeframes
- Demonstrated ability to be adaptable and thrive in a continuously changing and highly collaborative environment

University of Tasmania

The University of Tasmania is an institution with an enduring commitment to our state and community, and a strong global outlook. We are committed to enhancing the intellectual, economic, social and cultural future of Tasmania. Our [Strategic Direction](#) strongly reflects the University community's voice that our University must be place based but globally connected as well as regionally networked and designed to deliver quality access to higher education for the whole State.

We believe that from our unique position here in Tasmania we can impact the world through the contributions of our staff, students and graduates. We recognise that achieving this vision is dependent on the people we employ, as well as creating a university that is values-based, relational, diverse, and development-focused.

Check out more here:

<https://www.utas.edu.au/jobs>

<https://www.utas.edu.au/careers/our-people-values-and-behaviours>