

POSITION DESCRIPTION

TITLE: Wellbeing and Programs Officer

REPORTS TO: Wellbeing and Programs Manager

CLASSIFICATION: Level 4

POSITION STATUS: Fixed Term (12 months)

LOCATION: City East and City West Campuses

AUSA MISSION

AUSA exists to amplify students' voice, build community where students thrive, feel supported, represented and valued in their university journey and beyond.

PURPOSE OF POSITION:

The Wellbeing and Programs Officer will be responsible for assisting with the planning and implementation of AUSA wellbeing programs at all campuses of Adelaide University. The Wellbeing and Programs Officer also assists in the delivery of AUSA food security, volunteer and AUSA Ambassador programs, undertaking a variety of tasks under the guidance of the Wellbeing and Programs Manager.

KEY RESULT AREAS AND RESPONSIBILITIES:

KEY RESULT AREA:	MAJOR ACTIVITIES:
Wellbeing Program Support	<ul style="list-style-type: none"> • Support the Wellbeing & Programs Coordinator in the coordination and delivery of AUSA food wellbeing initiatives and programs, including food pantry operations and free breakfasts • Support the Wellbeing & Programs Coordinator in the delivery of further wellbeing projects and sustainability initiatives such as AUSA Op Shops. • Assist the Wellbeing and Programs Manager with the coordination and delivery of AUSA Ambassadors initiatives/programs.
Wellbeing Program Coordination	<ul style="list-style-type: none"> • Coordinate the operational delivery of a variety of wellbeing programs (e.g. Random Acts of Kindness, Art on Campus, Pen Pals) including, where relevant: <ul style="list-style-type: none"> ○ Site space bookings ○ Site layout design ○ Equipment and infrastructure bookings ○ Volunteer management ○ Collateral (print and digital) coordination, including creative briefs for Graphic Designer. ○ Activity, entertainment, catering and other various contractor bookings. ○ Preparation of program briefings, run sheets • Coordinate program logistics with external and internal contractors. • Liaise with stakeholders on the delivery of wellbeing programs.

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	<ul style="list-style-type: none"> • Coordinate the budget allocated for each program, ensuring invoices are coded correctly and paid within the required due dates. • Prepare risk request and wellbeing program safety plans as required.
Volunteer Program Coordination	<ul style="list-style-type: none"> • Support the Wellbeing and Programs Coordinator to deliver the Volunteer Program, including identifying opportunities to build and develop the volunteer community. • Assist the Wellbeing and Programs Coordinator in the promotion of volunteering opportunities and scheduling of volunteers for programs and events across AUSA operations. • Manage the Better Impact volunteer administration database. • Coordinate all communications to volunteers including newsletters, emails and social posts. • Add volunteering opportunities on the Student Employment jobs board.
Administration	<ul style="list-style-type: none"> • Maintain accurate program documentation, volunteer records, and reporting data. • Assist with the development of operational plans and contribute to organisational reporting as required. • Ensure program delivery complies with organisational policies, WHS standards, and equity principles. • Manage program-related budgets and resources responsibly, as delegated by the Manager. • Identify risks and implement risk-management practices across all program activities.

SELECTION CRITERIA:

ESSENTIAL CRITERIA:	DESIRABLE CRITERIA:
<p>Qualifications:</p> <ul style="list-style-type: none"> • Tertiary qualifications in event management, community engagement or other relevant experience • Class C Driver's Licence <p>Skills, experience and knowledge:</p> <ul style="list-style-type: none"> • Minimum of 2-year proven experience in a similar role. • Ability to identify, prioritise and implement cost-effective solutions. • Self-motivated and driven to actively achieve and improve the student experience. • Excellent verbal and written communication skills. • Proven time management skills. • Ability to multi-task, with experience working on multiple projects at one time. • Ability to prioritise tasks. • Pro-active team player with a positive attitude 	<p>Qualifications:</p> <ul style="list-style-type: none"> • First Aid qualification • DCSI Working with Children Check <p>Skills, experience and knowledge</p> <ul style="list-style-type: none"> • Ability to work with students and young people. • Knowledge and/or understanding of youth culture. • Experience in developing and delivering wellbeing programs.

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<p>and an end-to-end goal-oriented approach.</p> <ul style="list-style-type: none"> • Ability to problem solve. • Ability to work in a fast-paced environment. • Ability to collaborate with a variety of external and internal stakeholders. • Demonstrated understanding of, and commitment to, the implementation of equity principles and workplace health and safety principles. • Demonstrated ability to promote AUSA organisational values, and a commitment to positively comply with the associated behaviour expectations. 	
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SPECIAL CONDITIONS:

<ul style="list-style-type: none"> • The appointment will be subject to 6 months probation. Continuation of the contract is conditional upon the achievement of performance objectives and the allocation of sufficient funding.
<ul style="list-style-type: none"> • The incumbent will be required to undertake an annual performance agreement with direct manager, using the AUSA's Performance Development process
<ul style="list-style-type: none"> • Take personal responsibility for understanding and complying with the AUSA's policies and procedures including WHS and equal employment opportunity.
<ul style="list-style-type: none"> • Must possess a current and valid Working With Children Check (WWCC) or be able to obtain one.
<ul style="list-style-type: none"> • Possession of a current Class C Drivers Licence and willingness to drive.
<ul style="list-style-type: none"> • Out of hours work may be required. Time off in Lieu will be negotiated.
<ul style="list-style-type: none"> • Travel between campuses is required.