

POSITION DESCRIPTION

Title: ANUSA Community Life Officer

Level: ANU05

Role:

Under the general direction of the ANUSA Operations Manager, the Community Life Officer undertakes a broad range of tasks relating to the organisation of events and also to our renowned Clubs program. The Community Life Officer will work as part of the ANUSA staff team and provide support to student representatives, staff members and volunteers in the overall running of ANUSA community initiatives.

Duties

- Assist with the development and delivery of detailed, best-practice event planning, including management of logistical arrangements, risk assessment, budgeting and stakeholder liaison, for all Association events, including those run by ANUSA's Social Officer
- Ensure that all events and activities are student-driven and involve student participation at every stage including through the stages of conception, planning, delivery & evaluation
- Assist with the coordination of student volunteers in the planning and delivery of ANUSA events and activities
- Liaise with Clubs, ANUSA representatives and staff to develop a schedule of events throughout the year to enhance our members' student experience and to promote ANUSA's advocacy and services
- Liaise with key stakeholders including the ANUSA Communications Officer to ensure effective promotion and marketing of ANUSA events and the Clubs program to our members
- Work with all stakeholders to increase the number of students participating and attending events and promote a culture of Club involvement where appropriate
- Be the main point of contact for ANUSA event and Clubs program-related enquiries, including the provision of general event management and funding advice to Clubs, in collaboration with the Clubs Council and Clubs Administrative Assistants.
- Using the Clubs information platform, assist with the timely processing of club affiliation and funding requests
- Ongoing consultation with the student body to identify new ideas and opportunities for ANUSA events and activities including regular research and outreach to clubs to assist them to thrive and grow
- Work with ANUSA staff, representatives and the Clubs Council to provide training to Clubs
- Work with ANUSA staff and the Clubs Council to ensure adequate administrative processes for clubs and support with the resolution of issues within clubs
- Assist with the provision of high quality administrative support to members of the ANUSA Executive, Departments and services
- Comply with all ANUSA policies and procedures
- Undertake other duties as required by the ANUSA Operations Manager, consistent with the classification level of the position

Selection Criteria

- Demonstrated experience coordinating, administering, promoting and managing events or training programs
- Excellent written and verbal communication skills
- Sound judgement and decision-making skills, especially under pressure
- Enjoy working within a dynamic team of professional staff and students
- Experience working both independently and as part of a team
- Excellent organisational and time-management skills
- Highly proactive and a great problem solver
- Previous administrative and events experience, particularly in a university or Not-For-Profit environment, will be highly advantageous
- Empathy with students as a client group and with the aims of a student-led member organisation

This is a full time position working 35 hours per week.

Applications comprising a CV and statement addressing the Selection Criteria should be submitted to eleanor.boyle@anu.edu.au by 9am on Monday 5th August, 2019.

Note: This is an ANUSA position and terms and conditions are as per the Student Associations of the Australian National University Enterprise Agreement 2016-2019.