

# Coordinator, thrive\* Program

## HEP Level 6

<b>POSITION NUMBER</b>	954168
<b>ORGANISATIONAL UNIT</b>	Sport and Health
<b>POSITION REPORTS TO</b>	Manager, thrive* Program
<b>OVERALL PURPOSE</b>	The overall purpose of the Coordinator, thrive* Program is to deliver a range of diverse, high-quality programs and activities to the university community. The position is responsible for the development, planning, promotion and implementation of a comprehensive and diverse range of activities covering active, creative, social, wellbeing and competitive pursuits for both the VU Staff and VU Students.
<b>ORGANISATIONAL CONTEXT AND RELATIONSHIPS</b>	<p><b>Within the University the position:</b></p> <ul style="list-style-type: none"> <li>◆ Works closely with the Manager, thrive* Program and staff of the Sport and Health Department, Student Life and the Health and Wellbeing Areas</li> <li>◆ Works with all VU Colleges and internal departments</li> <li>◆ Liaises with students and student led clubs and societies</li> </ul> <p><b>Outside the University the position liaises with:</b></p> <ul style="list-style-type: none"> <li>◆ External providers for a diverse range of events and activities.</li> </ul>
<b>LOCATION/CAMPUS</b>	The position is currently located at the Footscray Park Campus of the University but will work across all VU campuses for activity delivery. The position and incumbent may be relocated to any other existing or future University work locations where it conducts its operations.

### KEY CAPABILITIES

Victoria University is committed to building core capability across VU through investment in our staff, our systems and our processes. We will develop the capabilities of our staff to:

**Deliver** – Excellence Results-driven, accountability, problem solving focus.

**Engage** – Customer service mind-set internally, externally and particularly for students.

**Collaborate and Partner** – Build successful relationships, communicate effectively, influence and negotiate.

**Innovate** – Entrepreneurship, growth, continuous improvement, digital transformation.

**Lead** – Inspire direction, lead change, manage and develop people.

V1.0

People and Culture use only

## OUR ORGANISATION

Victoria University (VU) is a dual sector (higher education and TAFE) tertiary institution based in Melbourne, Australia. VU has academic colleges, each covering a broad discipline of study, and several research institutes and research centres. The University has campuses in Melbourne's CBD and western region, and a campus in Sydney. It also offers courses at partner institutions throughout Asia. Almost 43,000 students, including around 14,000 international students, study VU courses worldwide.

Victoria University has a bold and ambitious new vision, and a seven-year strategic plan characterised by five strategic drivers. Victoria University's [Strategic Plan 2022-2028, Start Well, finish brilliantly](#), also commits the University to the bold ambition to be a global leader in dual sector learning and research by 2028.

## ORGANISATIONAL UNIT

The thrive\* Program is part of the Sport and Health Department and is located within the External Relationships and Partnerships Portfolio. The Department provides representative, social, community and club sporting programs, health advice and services, delivers the thrive\* active living, social connection, wellness and engagement program, and manages a range of sport and fitness facilities. The Department works closely with VU Students, VU staff and the community to deliver high quality programs and services that complement the VU course and research offering. VU Sport collaborate with the VU Colleges to deliver high quality teaching and learning content and facilities to enhance the student outcomes.

### **Commitment to Protecting Country:**

Victoria University honours its deep diversity as a foundation for collaboration and social progress. We will demonstrate sensitivity in respecting First Nation perspectives. We will ensure that we respect our Indigenous voices and commit to sustainable Protecting Country. We will take leadership responsibility, in all that we do, to improve the health and wellbeing of our local and global communities, and the planet that we share.

### **Commitment to Diversity and Inclusion at VU:**

Victoria University believes that diversity of the workforce adds value to the University and creates a stronger, richer working environment for everyone. We are committed to making reasonable adjustments to ensure that our employees have positive, barrier-free work environments that accommodate their access needs. Employees who require adjustments are encouraged to discuss their needs with their line manager.

## MAJOR TASKS AND ACCOUNTABILITIES

- ◆ Plan and develop activities across the University establishing a diverse range of active, social, creative, competitive and wellbeing events.
- ◆ Establish and maintain systems and processes to recruit and support student and staff participation and engagement in the activities.
- ◆ Organise and coordinate event planning and logistics including promotional materials, activity leads and registration.
- ◆ Provide operational and activity delivery support for events and activities ensuring all are conducted in a professional and organised manner.
- ◆ Investigate and develop new and innovative activities including multi-campus sessions for both staff and students to maximise participation and engagement.
- ◆ Provide administrative support to the thrive\* program including responding to emails, providing web updates and liaising with internal departments requests in a professional and timely manner.
- ◆ Co-develop and maintain a range of marketing processes and communications including digital: web, social media and print collateral to promote thrive\* opportunities at VU.
- ◆ Oversee and coordinate the work of casual staff and volunteers involved in thrive\* programs, ensuring they receive the necessary support, guidance, and resources to effectively contribute to program objectives.
- ◆ Record participation and develop reports that evaluate the activities, ensuring programs reflect the changing needs and interests of the University community
- ◆ Assist with selection, purchase and maintenance of merchandise, supplies and equipment for the thrive\* programs and coordinate inventory management and distribution.
- ◆ Build and maintain strong relationships with internal staff, students and key stakeholders.
- ◆ Adhere to and cooperate with all OHS policies and procedures of the University.

## TYPICAL/MAJOR CHALLENGES

- ◆ Utilising well developed organisational, project and event management skills to deliver on a broad range of programs and competing priorities.
- ◆ Dealing effectively with a broad range of individual, groups and maintaining a high level of responsive service to internal and external stakeholders.
- ◆ Monitoring activities to ensure programs and events are professionally delivered and a high level of satisfaction is achieved.
- ◆ High level of judgement, initiative, independence and problem solving as well as collaborative decision making.
- ◆ Review of current practice and delivery to ensure ongoing relevance and to achieve continuous improvement/excellence.

## LEVEL OF SUPERVISION

- ◆ The thrive\* Coordinator - operates under the broad direction of the Sport Services Manager and may be required to supervise and provide support to student and staff volunteers, casual staff, coaches and event organisers when required.

## PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

- ◆ Demonstrated ability and experience in the provision of all facets of program delivery working with a diverse range of clients that could include creative, active, social, or recreational pursuits.
- ◆ Well-developed verbal, written and interpersonal communication skills.
- ◆ Demonstrated ability to supervise a team, as well as work effectively as a team member, together with the capability to work independently and prioritise work demands.
- ◆ Demonstrated ability in the exercising of initiative, judgement and decision making
- ◆ Well-developed interpersonal skills, including the ability to interact effectively with a diverse range of students, staff and community members.
- ◆ Knowledge and experience of MS Suite including Word, PowerPoint and Excel and web-based platforms.
- ◆ Awareness of quality assurance policies and procedures and other government legislation relating to the Sport and Recreation industry.
- ◆ Awareness of Victoria Universities' policies relating to staff and human resource supervision.

## KEY SELECTION CRITERIA

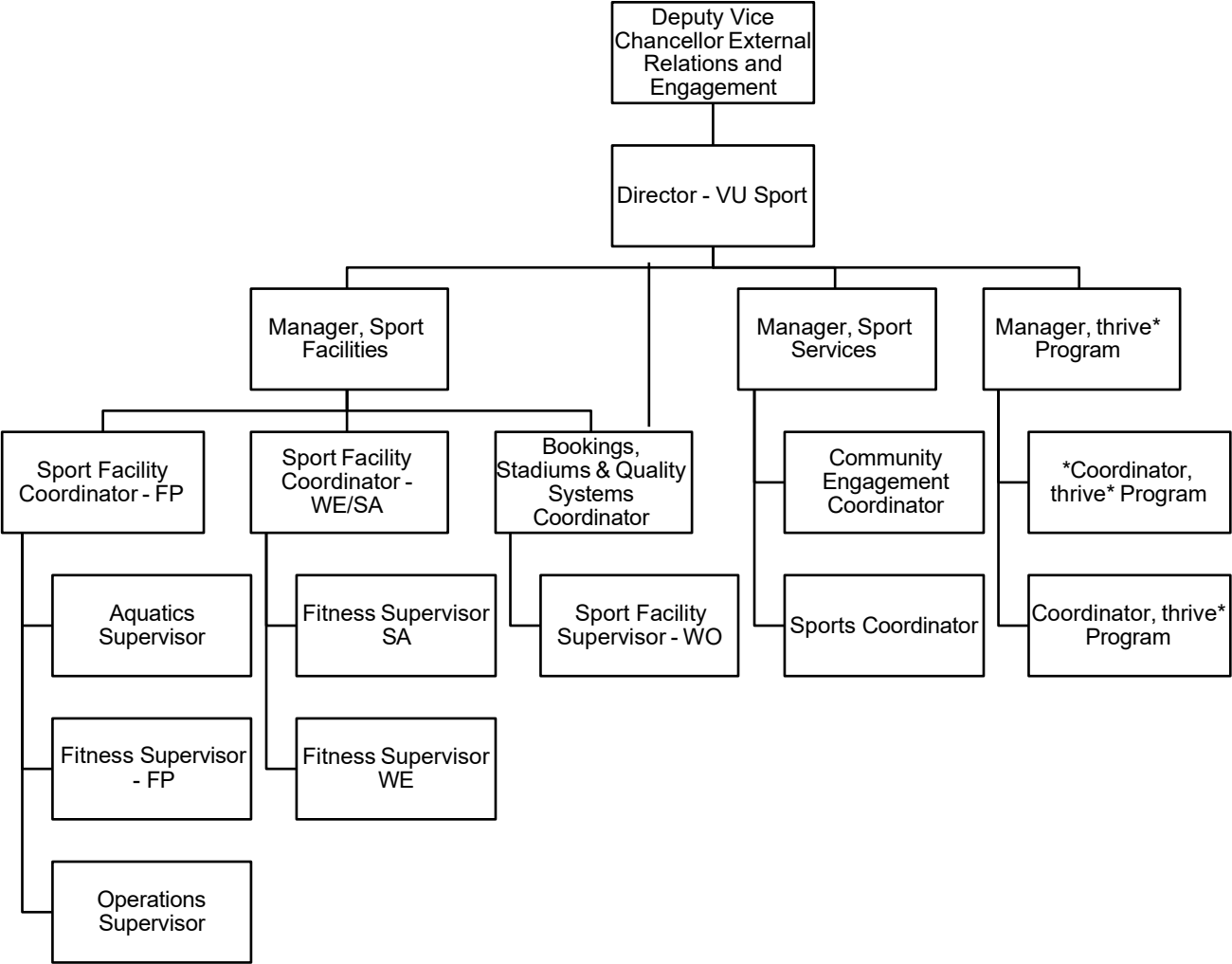
### Essential:

1. Knowledge or Training Equivalent to: Completion of a degree with subsequent relevant experience or extensive experience and specialist expertise or broad knowledge in relevant fields or combination of relevant experience and/or education/training
2. Demonstrated ability and experience in the provision of activities or program delivery in a recreation, creative, wellbeing or active environment.
3. Excellent interpersonal skills, and well-developed communication proficiencies both written and verbal, with the ability to deal effectively with a diverse range of individuals and groups and negotiate and collaborate with a broad range of stakeholders.
4. Demonstrated ability to supervise a team, as well as work effectively as a team member, together with the capability to work independently to meet the objectives of the position.
5. Demonstrated ability in the exercising of initiative, judgement and decision making.
6. Demonstrated ability to work independently and to prioritise work demands.
7. A current E (Employee) Working with Children Check, First Aid and CPR certificate or willingness to obtain these prior to commencement
8. Demonstrated capacity to understand and comply with employer policy and practices in all aspects of work and conduct, including OH&S and Anti-Discrimination responsibilities and complete/attend relevant training.

### Desirable:

1. Sound commitment to student and staff wellbeing and service quality within a University or Tertiary education environment.
2. An understanding and working knowledge of marketing, and communication.

# Organisational Chart



\*Denotes Position