



For the appointment of:

HOST PROGRAM DIRECTOR

UNIVERSITY OF MELBOURNE STUDENT UNION

CONTENTS

| | |
|--|-----------|
| POSITION DETAILS | 01 |
| INTRODUCTION | 02 |
| Background | |
| Our Values | |
| DIVISIONAL OVERVIEW | 04 |
| POSITION SUMMARY | 04 |
| KEY ACCOUNTABILITIES | 04 |
| HEALTH & SAFETY AND ENVIRONMENTAL RESPONSIBILITIES OF STAFF | 05 |
| SELECTION CRITERIA | 05 |
| Essential skills & Qualifications | |
| Desirable Skills & Qualifications | |

UMSU acknowledges the Traditional Owners and Custodians of the lands on which we work and pay our respects to Indigenous Elders past, present and emerging. Sovereignty has never been ceded. It always was and always will be, Aboriginal land.

POSITION DETAILS

| | |
|-----------------------------|---|
| POSITION NUMBER | |
| POSITION TITLE | Host Program Director |
| ORGANISAITON | University of Melbourne Student Union incorporated (UMSU) |
| DIVISION | People & Culture |
| DEPARTMENT | Volunteering |
| EMPLOYMENT STATUS | Volunteer with Honorarium |
| CLASSIFICAITON LEVEL | PL3 |
| REPORTS TO | Volunteering Manager |
| REPORTED TO BY | Nil |
| INCUMBANCY | Nil |
| DATE EFFECTIVE | December 2022 |

INTRODUCTION

BACKGROUND

The University of Melbourne Student Union Inc. (UMSU) is an incorporated association and is recognised by the University of Melbourne as the representative body for all students.

UMSU is governed by an elected Students' Council and twelve committees elected by and from students. UMSU is responsible for a broad range of student representative, student engagement and student support activities.

UMSU operates under the principles of Student Unionism which are broadly defined as student control of student affairs.

UMSU staff are organised within five Divisions:

- Advocacy & Legal;
- Arts & Culture;
- Communications, Marketing & Events
- Clubs & Volunteering; and
- Office of the Chief Executive Officer

Each Division is supported by a Student Advisory Group that is comprised of elected student representatives and designed to support ongoing collaboration between UMSU staff and elected student representatives. Student Advisory Groups provide feedback and advice from a student perspective to enhance participation in UMSU operated programmes and services.

The UMSU Constitution establishes that UMSU will:

1. advance the welfare and interests of students;
2. represent students of the University within the University and to the community;
3. provide amenities and services, principally for students and other members of the University community, and incidentally to the public.
4. provide an independent framework for student social and political activity;
5. develop, maintain and support student clubs, societies and associational life generally;
6. 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;
7. 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;
8. provide a democratic and transparent forum in which students' affairs and interests can be governed in an effective and accountable manner; and
9. To promote free and accessible government-funded education.

OUR VALUES

In order to support these objectives UMSU staff observe the following values:

Student Led and Focussed

- Be true to our mission of ensuring student control of student affairs.
- Student needs and ambitions remain at the forefront of everything we do and guide the decisions we make.
- We will continue to foster a sense of ownership amongst students and student representatives, to provide them with opportunities to shape the future direction of UMSU.

Inclusive and Connected

- Ensure that services, events and activities are accessible to, and take into account the needs of all students.
- Offer students the capacity to lead and shape enriching experiences that foster a lifelong connection to their communities.
- Providing opportunities for UMSU to engage with all students in some way.

Effective and Engaged

- Seek to influence, and be adaptive to, any changes in the University as they relate to students
- Development of a clear organisation-wide understanding of how we are perceived by students and to understand their needs and priorities
- Be aware of opportunities for internal collaboration to improve responsiveness and service delivery

Accountable, Transparent and Responsive

- Provide an environment and culture in which everyone feels included, supported and respected
- Maintain a positive and supportive organisational culture that is focused on the wellbeing of staff, student representatives and volunteers
- Communicate openly with student representatives, staff and volunteers to ensure that we are providing for their needs.
- A clear and consistent internal operating model to drive service provision

DIVISIONAL OVERVIEW

The Office of the Chief Executive Officer provides professional and administrative support to the Chief Executive Officer. Within the Division, People & Culture Staff provide high quality advice and support in relation to the development, implementation, and continuous improvement of human resource management across the full employee lifecycle to enable the effective operation of UMSU. Alongside, the Volunteering department enables the functioning of a team of volunteers across the organisation.

POSITION SUMMARY

Host Program Directors are responsible for the day to day running of the Host Program. Directors work as part of a team to plan, deliver and evaluate the Host Program. They play a major role in helping to orientate new undergraduates to the university environment and familiarise them with UMSU and UniMelb services to facilitate a successful transition to university life.

KEY ACCOUNTABILITIES

KRA1 – Volunteer Coordination

- Recruiting Volunteer Hosts, including interviewing, selecting and advertising for potential Hosts
- Training Volunteer Hosts.
- Maintaining records of volunteering and participation in the relevant database

KRA2 – Stakeholder Engagement

- Organising additional events they deem appropriate for the Host Program in liaison with other stakeholders and C&M.
- Liaising with C&M, Student Representatives and University Services and Faculties to ensure that the content of the Host Program adequately represents student life at the University.
- Collaborating with other UMSU programs to ensure that there is consistency across programmes and to provide a potential for students and volunteers to be engaged across programmes

KRA3 – Program Management

- Evaluating the Host Program (from the perspective of Volunteer Hosts, commencing students and other stakeholders).
- Reporting regularly to Students' Council in relation to the progress and implementation of the Host Program.
- Reporting to Students' Council via the Coordinator, Volunteering and Student Representation, in relation to the effectiveness and performance of the Host Program.
- Having input into a strategic vision for the Host Program into the future

HEALTH & SAFETY AND ENVIRONMENTAL RESPONSIBILITIES OF STAFF

GENERAL RESPONSIBILITIES

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. OHS responsibilities applicable to positions are published at: [OHS Roles and Responsibilities](#). These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Employees.

AUTHORITY TO ACT

Executive authority to act is defined in:

- University of Melbourne Statutes and Regulations; and
- Individual position descriptions.

SELECTION CRITERIA

ESSENTIAL SKILLS & QUALIFICATIONS

- Experience in organising major events and/or volunteering programs
- Experience developing and remaining within a budget
- Sound knowledge of UMSU and the University of Melbourne and the services they provide
- Ability to interact positively with people from diverse backgrounds
- Strong administration skills, including working with office productivity software and databases
- Strong communication skills and a friendly manner
- Excellent collaborator and successful team worker
- Proactive and organised with excellent time management skills, including demonstrated ability to manage multiple simultaneous commitments
- Commitment to volunteering and to acknowledging and valuing volunteers

DESIRABLE SKILLS & QUALIFICATIONS

- Previous experience in similar roles within UMSU, the University or similar bodies
- Past Volunteer Host or equivalent at another university
- Current Victorian Drivers licence.

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

SIGNED: _____
(incumbent)

DATE: _____

SIGNED: _____
(supervisor)

DATE: _____