

Position Title:	Project & Training Coordinator
Staff Division:	UMSU Advocacy & Legal Division
Employment Status:	Full-time, Fixed Term (12 months)
Classification Level:	Professional Level 6.1, <i>University of Melbourne Student Union Agreement 2023-2025</i>
Reports to:	Senior Sexual Harm Response Coordinator
Reported to by:	Casual Staff
Incumbent:	New Position
Date Effective:	June 2026

The University of Melbourne Student Union Inc (UMSU)

The University of Melbourne Student Union Inc (UMSU) is a dynamic, for-purpose incorporated association, serving as the representative body for all students at the University of Melbourne. Structured around student control of student affairs, UMSU is governed by an elected Students' Council and twelve student departments, chosen by and from the student body.

Located in the heart of the University of Melbourne's award-winning student precinct, UMSU is a vibrant, creative, and diverse social justice organisation committed to representing and supporting University of Melbourne students. Our vast arts and culture programs for emerging student artists are run in a state-of-the-art theatre, a professional art gallery, the iconic Rowden White Library and the Ida Bar – the only student bar on campus.

Our commitment extends beyond engagement to essential support services, including a free legal and advocacy service for students. We host events co-designed by students supported by professional staff, and publish multiple student-led publications, including *Farrago*. Beyond that, UMSU runs a food relief program, oversees over 1000 student volunteers, and has more than 200 affiliated student clubs.

UMSU's overarching goal is to enhance student life at the University of Melbourne. We achieve this by elevating and representing student voices through purposeful engagement and advocacy, offering exceptional programs, services, and opportunities that promote inclusivity and accessibility. Each of our dedicated student departments, committees, and collectives play a pivotal role in shaping the university experience.

Staff at UMSU are organised within four divisions with multiple teams:

- Advocacy & Legal
- Arts & Culture
- Student Representation
- Operations & Communication

The UMSU Constitution establishes that we will:

- Advance the welfare and interests of students.
- Represent students of the University within the University and to the community.
- Provide amenities and services, principally for students and other members of the University community, and incidentally to the public.
- Provide an independent framework for student social and political activity.
- Develop, maintain and support student clubs, societies and associational life generally.
- 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.
- 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;
- Provide a democratic and transparent forum in which students' affairs and interests can be
- Governed in an effective and accountable manner; and
- To promote free and accessible government-funded education.

To support these objectives UMSU staff observe the following values:

- Student Led and Focused
- Inclusive and Connected
- Effective and Engaged
- Accountable, Transparent and Responsive

Divisional Overview

The Advocacy & Legal Division encompasses a co-located Community Legal Centre and Advocacy Service available to all students at the University of Melbourne.

The Advocacy Service provides an advisory and advocacy service to students at the University of Melbourne in relation to formal and informal University procedures.

Additionally, the Advocacy & Legal Division contains a specialist unit dedicated to providing confidential, trauma-informed support for anyone affected by Gender-based Violence including sexual violence, intimate partner violence, and family violence. Staff additionally provide tailored peer-led primary prevention training to UMSU's elected representatives and UMSU affiliated club and society leaders, which is a requirement of affiliation with UMSU.

Staff in the Advocacy & Legal Division are also responsible for providing information and other forms of support to the elected student representatives of UMSU, including UMSU International.

Position Summary

This position is responsible for administering, delivering and providing end-of-training program compliance and acquittal of the “Bystander Intervention”, “Responding to Disclosures for Gender-Based Violence” and “The Masculinities Project” training programs, under the guidance of the UMSU Advocacy & Legal Senior Sexual Harm Response Coordinator. These programs are delivered annually to student representatives and student leaders from UMSU’s Clubs and Societies and aim to prevent Gender-Based Violence.

In addition, the incumbent will coordinate and respond to training requests from university-owned residences and colleges in accordance with the requirements of the National Higher Education Code to Prevent and Respond to Gender-Based Violence.

The role contributes to the ongoing development, review, and evidence-based improvement of the training content. This includes undertaking research, developing and reviewing program materials, designing evaluation surveys, and liaising with researchers to strengthen program impact and alignment with best practice.

The position also provides guidance, training and support to casual staff involved in program delivery, including preparing facilitators and conducting structured debriefing following training sessions to ensure continuous improvement, staff wellbeing, and adherence to trauma-informed practice.

UMSU provides student-facing services and events on University of Melbourne campuses, and work is undertaken in person and on site (*and after hours as required and/or will require some manual handling of equipment*). UMSU staff employment conditions are covered by the *University of Melbourne Student Union Agreement 2023-2025* and associated policies, such as the Flexible Work Policy.

Key Accountabilities

Delivery of training

- Deliver the Bystander Intervention, Responding to Disclosures, and Masculinities program workshops ensuring high-quality, trauma-informed facilitation.
- Provide oversight of and direction to casual staff involved in program delivery.
- Work towards high levels of participation from student representatives and student leaders across Clubs and Societies, residences and colleges.
- Ensure all training content and delivery remain aligned with the National Higher Education Code to Prevent and Respond to GBV and relevant best-practice standards.
- Oversee the administrative aspects of the program, including room booking, training schedules and casual rostering.

Program Development and continuous improvement

- Contribute to the ongoing development, review, and evidence-based improvement of training programs, including:
- Undertaking research,
- Development and review of program materials, and
- Liaising with external researchers and stakeholders to strengthen program impact.

Evaluation and reporting

- Maintain and refine strong evaluation practices and use feedback and data insights to inform continuous improvement.
- Prepare and deliver end-of-year reports for the University, including:
 - data on attendance,
 - delivery metrics, and
 - evaluation outcomes.

Level of Supervision and Typical Activities

This position received general direction from the senior Sexual Harm Response Coordinator. Will be required to work as part of a professional team and provide advocacy services. May have supervisory responsibility for other employees.

Task Level

Perform work assignments guided by policy, precedent, professional standards and managerial or technical expertise. Employees would have the latitude to develop or redefine procedure and interpret policy so long as other work areas are not affected.

Organisational knowledge

Perform tasks/assignments which require proficiency in the work area's existing rules, regulations, policies, procedures, systems, processes and techniques and how they interact with other related functions, and to adapt those procedures and techniques as required to achieve objectives without impacting on other areas.

Judgment, independence and problem solving

Discretion to innovate within own function and take responsibility for outcomes; design, develop and test complex equipment, systems and procedures; undertake planning involving resources use and develop proposals for resource allocation; exercise high level diagnostic skills on sophisticated equipment or systems; analyse and report on data and experiments.

Health & Safety and Environmental Responsibilities of Staff

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. UMSU staff are required to understand and comply with the organisation's policies and procedures, including, but not limited to:

- *Workplace Conduct Policy*
- *Interaction Protocols Policy*
- *Child Safety Policy*
- *Health and Safety Policy*
- *Privacy Policy*
- *Constitution and regulations, such as the Financial Regulations*
- *Prevention of Sexual Misconduct Policy*
- *Fraud Risk Management Policy and Corporate Governance Policy.*

Flexibility to work remotely is subject to UMSU's *Flexible Work Policy* and relevant legislation, which applies upon commencement.

Key Selection Criteria

Essential Skills and Qualifications:

- A degree in Psychology (or in progress) with subsequent relevant experience; or a tertiary qualification in social work or related field with extensive relevant experience, or an equivalent combination of relevant experience and/or education/training.
- A comprehensive understanding of the impacts and dynamics of sexual and gender-based violence within a feminist, structural, individual, and medico-legal context.
- Proven ability to deliver culturally, gender- and age-appropriate services and training to diverse student communities, and culturally diverse groups.
- Strong organisational and time management skills, with the ability to plan, schedule, and coordinate multiple training sessions and related administrative tasks.
- Highly developed verbal and written communication skills, including experience facilitating training or workshops for varied audiences.
- Experience providing guidance, support or supervision to facilitators, volunteers or staff, including conducting debriefs and supporting wellbeing in trauma-informed environments.
- Demonstrated experience in developing, implementing and evaluating training programs, including designing evaluation tools, analysing feedback, and applying data to continuous improvement.
- Ability to ensure training content and delivery align with national standards, codes, and best-practice guidelines in gender-based violence prevention.
- Sensitivity to diverse cultural issues and backgrounds.
- A valid employee Working with Children Check.

Desirable Skills and Qualifications:

- Experience in the higher education sector and/or in student, community and/or membership-based organisations; and
- A commitment to the principles of student unionism.

UMSU is a child safe organisation, based on Wurundjeri country. We value diversity, embrace difference, and nurture a connected, safe, and respectful community. UMSU is a member of the Australian Network for Disability. We are committed to creating and maintaining a diverse, inclusive, and safe work environment.

First Nations' people, people of all ages, across all gender spectrums, people with disabilities and culturally and linguistically diverse people are strongly encouraged to apply.

We acknowledge the Traditional Owners of the lands on which we work, and that sovereignty has never been ceded. It always was, and always will be, Aboriginal land.

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

Signed: _____

Date: _____

(Incumbent)

Signed: _____

Date: _____

(Supervisor)

The information contained in this position description is intended to describe the nature and level of work to be performed. This is not considered an exhaustive list of all the responsibilities, duties or skills required in the role.