



For the appointment of:

VCE Summer School Director

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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	000811
POSITION TITLE	VCE Summer School Director
ORGANISATION	University of Melbourne Student Union Incorporated (UMSU)
DIVISION	People & Community
DEPARTMENT	Volunteering
EMPLOYMENT STATUS	Volunteer with Honorarium
CLASSIFICATION LEVEL	Nil
REPORTS TO	Volunteer Manager
REPORTED TO BY	Nil
INCUMBANCY	Caitlin Kane, Toby Lewis, Lucas Spaleta
DATE EFFECTIVE	1 June 2023

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 four Divisions:

- Advocacy & Legal;
- Arts & Culture;
- Communications, Marketing & Events; and
- Clubs & Volunteering

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 Clubs and Volunteering Division (the Division) provides professional and administrative support to a range of student engagement and student representative activities. Staff in the Division provide support in relation to the operations and governance of student representative bodies, including Students' Council and departmental Committees, Clubs and Societies and UMSU Volunteer Programs.

The Division supports activities and programs that are student initiated and student led.

VCE SUMMER SCHOOL OVERVIEW

VCE Summer School (VCESS) is a two-week tutoring program for VCE students which takes place in January and aims to help high school students from disadvantaged backgrounds gain a head start on their final years of education. The program has a particular focus on creating a healthy study-life balance, focussing on students from schools and backgrounds that are under-represented in the Victorian tertiary system. VCESS is made up of approximately 350 VCE students and 200 volunteer tutors. The program has previously run in-person and online, and in 2023-24 we expect to run the program in-person.

POSITION SUMMARY

Successful candidates will work as part of a team of Directors to plan, deliver and evaluate the VCESS program and relevant events.

This position has a substantial time commitment associated with it, and successful candidates are expected to meet deadlines imposed by program requirements alongside other commitments. Involvement will vary over the course of the project, including a minimum of 10–15 hours per week (flexibility to work with team members) and:

- general availability for on-campus meetings and pre-program activities, and to collaborate with other Directors and volunteers either on campus or via teleconference;
- a presence either on campus or via teleconference for weekly meetings;
- one or more periods of intensive interviewing of volunteer tutors in Semester 2;
- 3-5 days conducting volunteer tutor training in late November and early December;
- an estimated commitment of 60+ volunteer hours per week shared between team members at peak times during tutor interviews and during November, December and January; and
- full time living on campus with volunteer Residential Tutors and VCE students during the 2 weeks of VCESS (the cost of this is covered by the program)

KEY ACCOUNTABILITIES

- Planning, delivering and evaluating the VCESS program in all respects
- Recruit, train and communicate with volunteer tutors before, during and after the program
- Advertise to and enrol students in the program
- Manage the data, enrolment and status of both students and tutors
- Manage several tutor teams relating to particular portfolios, including welfare, residential and tutor support (teaching)
- Manage program logistics such as learning spaces, class timetabling, key program events and physical resources
- Liaise with key stakeholders including students, parents, tutors, UMSU, the University of Melbourne, residential accommodation providers and sponsors
- Administer backend program functions including finance, budgeting and policy implementation

CONDUCT AND BEHAVIOUR

Directors are expected to observe standards of equity and fairness in dealing with other volunteers, staff, students and members of the public by:

- Acting in ways that foster and protect the business, reputation, best interests and welfare of UMSU and taking action to prevent unethical practices as appropriate;
- Maintaining appropriate confidentiality regarding personal and commercial matters;
- Acting in good faith, ethically and in the best interests of UMSU;
- Complying with UMSU policies and procedures, laws, regulations and standards that apply to us in our professional conduct;
- Performing duties to the best of their ability and with skill, care and diligence;
- At all times treating volunteers, staff, other students, colleagues and members of the public with courtesy;
- Respecting their roles and duties; and
- Acting honestly and fairly in all internal and external transactions and dealings with individuals and organisations.

HEALTH & SAFETY AND ENVIRONMENTAL RESPONSIBILITIES OF STAFF AND VOLUNTEERS

All staff and volunteers 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

- A strong commitment to and understanding of the aims and objects of VCESS, including:
 - Understanding of disadvantage in education and dedication towards implementing VCESS' goals
 - Awareness of program impact and responsibility of the role to stakeholders
- Written and verbal communication skills, including an ability to:
 - Clearly and tactfully communicate with diverse stakeholders, including tutors, students and parents, and partner organisations
 - Constructively engage with collaborators, promoting open and respectful lines of communication
- Practiced logistics and organisation skills, including:
 - Effective planning of key program processes, activities and events, with excellent attention to detail and coordination
 - Collaborative project management and problem-solving, including an ability to delegate, prioritise and initiate tasks
- Strong interpersonal and leadership skills, including an ability to:
 - Support tutors and students by promoting an inclusive learning environment and responding to crises and conflict
 - Coordinating people and their growth, including facilitating skill assessment, training and reflection with others

DESIRABLE SKILLS & QUALIFICATIONS

- Prior experience with volunteering positions and managing volunteers
- A familiarity with VCESS's existing structure and processes
- Previous experience working in a high-pressure team environment

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

SIGNED: _____
(incumbent)

DATE: _____

SIGNED: _____
(supervisor)

DATE: _____