

VCE Summer School 2023 Position Description

Welfare Coordinator

The Welfare Coordinator directs and manages the Welfare Team to ensure the wellbeing of both students and tutors during the program, with a particular focus on mental wellbeing. They are responsible for facilitating an inclusive, supportive and safe environment for all VCESS participants. This includes ensuring the program is accessible and appropriate for those of different genders, sexualities, abilities, ethnicities, cultures and social backgrounds, and overseeing the activities of the autonomous Diversity Representatives within the Welfare Team. The Welfare Coordinator will also liaise with the Residential Coordinator and Directors to address serious welfare concerns of tutors and students.

Title	Welfare Coordinator
Number of positions	1
Desirable Attributes	<ul style="list-style-type: none">• Empathy and awareness of wellbeing issues• Ability to stay calm under pressure• Well-developed interpersonal skills
Skills Developed in this Role	<ul style="list-style-type: none">• Communication and collaboration skills• Mental Health First Aid Certificate• Volunteer and project management
Main duties and responsibilities	<p>In addition to the responsibilities of the Welfare Team role, the Welfare Coordinator is required to:</p> <p>Before the program:</p> <ul style="list-style-type: none">• Engage in training run by the Directors before the program (about 3 hours over October to December).• Attend a Mental Health First Aid training session and complete a Mental Health First Aid certificate qualification (about 10 hours across 2 days)• Organise and direct all training and planning activities of the Welfare team (about 10 hours).<ul style="list-style-type: none">◦ Develop brief Welfare and Diversity Representative segments for tutor training◦ Create and share a roster for the Welfare Space (early December)• Meet with the Directors to share plans and progress (at least 3 hours between October and January). <p>During the program:</p> <ul style="list-style-type: none">• Have overall responsibility for the running and management of the Welfare Team, including:<ul style="list-style-type: none">◦ Welfare Space rostering and maintenance◦ Outreach and “vibe checks”

	<ul style="list-style-type: none"> o Daily debriefs and reporting of incidents o Autonomous events run by Diversity Representatives • Cultivate a list of relevant external resources and keep this list accessible to Welfare Officers, tutors and students. • Proactively liaise with the Residential and Group Leader teams to communicate with tutors and students. • Notify the Directors of any wellbeing risks or incidents that occur on program, including discrimination and child safety issues.
Reporting to	Directors

Responsibilities Common to all Roles

- Be committed to promoting an inclusive and welcoming environment within the VCESS community for all students and tutors.
- Assist in ensuring that the program runs smoothly.
- Be a mentor (both personally and academically) to students whilst maintaining a level of professionalism appropriate to the program.
- Ensure that students follow the rules of the program.
- Assist in the event of an unforeseen emergency.
- Communicate concerns about students' progress or welfare to the Welfare Team, Residential Coordinator and Directors as appropriate.
- Follow sign-in procedure each day.
- Follow Program rules and procedures, including the UMSU Acceptable Conduct, Child Safety and Volunteering Policies; and the VCESS Tutor Code of Conduct.
- Hold a current and valid Working With Children Check, sign the relevant indemnity form and agree with all terms and conditions stated therein by the commencement of the 2023 program.

Time Commitment

The Welfare Space will need to operate from 8:30am - 4:30pm each day - it is vital that this space is always occupied by a Welfare Officer as students and tutors visit this space when they require assistance. Welfare Officers will be rostered on to ensure this space is occupied by at least four Welfare Officers on the program at all times. You may also be asked to attend the Residential Program some evenings by the Residential Coordinator, although attendance is not compulsory. You will also be required to debrief at the conclusion of each day, as required by the Welfare Coordinator.

You will be required to attend Welfare training sessions including Mental Health First Aid training and collaborative Resi-Welfare training. Training will be held between October and December depending on team availability.