

## VCE Summer School 2023 Position Description

### *Ethnicity and Cultural Representative (Welfare Team)*

The Ethnicity and Cultural Representative holds a specialised portfolio within the Welfare Team. They will undertake the dual responsibilities of Welfare Officer alongside the additional requirements of the role of Ethnicity and Cultural Representative.

The Welfare Team more broadly ensures the wellbeing of both students and tutors during the program, with a particular focus on mental wellbeing. The Ethnicity and Cultural Representative will actively consider the ways in which the wellbeing of students and tutors of diverse ethnic and cultural backgrounds can be ensured during the program.

**Note:** This position is only open to individuals who identify with a marginalised ethnic or cultural background, including as it affects race, language background and religion. This is a new position and the naming is under review. Please reach out to the Directors if you have any feedback regarding this.

<b>Title</b>	Welfare Officer (Ethnicity and Cultural Representative)
<b>Number of positions</b>	1-2
<b>Desirable Attributes</b>	<ul style="list-style-type: none"><li>• Personal experience as a person with a marginalised ethnic or cultural background (or similar identifier)</li><li>• Awareness of diversity and issues within diverse ethnic and cultural communities</li></ul>
<b>Skills Developed in this Role</b>	<ul style="list-style-type: none"><li>• Communicating diverse issues to a range of stakeholders</li><li>• Advocacy on behalf of marginalised communities</li></ul>
<b>Main duties and responsibilities</b>	<p>In addition to the responsibilities of the Welfare Team role, the Ethnicity and Cultural Representative is required to:</p> <p>Before the program:</p> <ul style="list-style-type: none"><li>• Under the guidance of the Directors, contribute a segment in Tutor Training to suggest ways in which tutors can make VCESS a safe and enjoyable environment for people of diverse ethnic and cultural backgrounds.</li><li>• Notify the Directors of any feedback, risks or incidents that affect the inclusion of tutors and students with diverse ethnic and cultural backgrounds.</li></ul> <p>During the program:</p> <ul style="list-style-type: none"><li>• Provide welfare support to students and tutors for issues relating to ethnic and cultural diversity.</li></ul>

	<ul style="list-style-type: none"> <li>Refer students to appropriate external wellbeing services for people with diverse ethnic and cultural backgrounds. <ul style="list-style-type: none"> <li>Promote ethnic and cultural diversity support services and societies for tertiary students.</li> </ul> </li> <li>Promote and maintain a learning culture around ethnic and cultural diversity on program.</li> <li>Run one autonomous social event for tutors and students with marginalised ethnic and cultural backgrounds on the program (ie. similar to Queer Picnic).</li> <li>Be an approachable person for tutors and students to contact regarding issues affecting the inclusion of people with diverse ethnic and cultural backgrounds on program. <ul style="list-style-type: none"> <li>Communicate any feedback or issues to the Directors in a timely fashion.</li> </ul> </li> </ul> <p>After the program</p> <ul style="list-style-type: none"> <li>Attend a debrief meeting organised by the Directors to share reflections on the program and Welfare team (1 hour).</li> </ul>
<b>Reporting to</b>	Welfare Coordinator 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

Welfare Officers will be required to attend the program from 8:30am - 4:30pm each day to operate the Welfare Space on Level 3 Union House - it is vital that this space is always occupied by a Welfare Officer as students and tutors visit this space when they require assistance. Diversity Representatives will need to organise and deliver one autonomous event on program,

and will need to attend Residential Program spaces and daily debriefs, as required by the relevant Coordinators.

Welfare Officers 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.