

<b>Position Title:</b>	Activities Officer
<b>Employment Type:</b>	Contract part-time (0.5 fraction, two and a half days per week) 19 <sup>th</sup> June 2017 to 19 <sup>th</sup> December 2017
<b>Location:</b>	Swinburne Student Union, Hawthorn Campus
<b>Job Classification:</b>	SUE 2.1
<b>Salary:</b>	\$50,135.31 full-time equivalent (\$25,067.66 pro-rata)
<b>Benefits:</b>	17% employer superannuation contribution Covered by Swinburne Student Union Collective Agreement 2015
<b>Reports to:</b>	Executive Officer

### **About Swinburne Student Union**

Swinburne Student Union is Swinburne's independent student-run services, representation, welfare and events service.

The Union is governed by a Council of elected students (the ultimate decision-making body of the Union). The Council makes the strategic decisions for the organisation which the Union's staff and student representatives work together to implement.

Swinburne Student Union's philosophy is that students should govern the way events and services are delivered within the Swinburne community.

### **Position Summary**

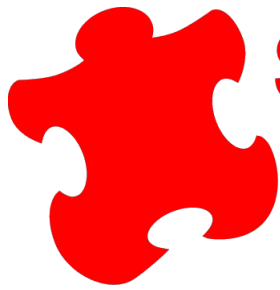
The Union runs a significant amount of social and welfare-based events throughout the semester. Events include daily free breakfasts and weekly free BBQ's as well as larger one off events such as Sustainability Week and Health Day. The primary role of the Activities Officer is to ensure that such events are well organised and well promoted for the benefit of the Swinburne University student community. This role will also provide support to the Executive team regarding such events.

This role is focused on building events that are better tailored to student's needs and feedback, working with elected student office-bearers to ensure that events are designed to encourage stronger participation. This role will also work closely with all stakeholders within Swinburne to ensure that we are adding value to the activities and events run by other parts of the Swinburne Community.

With the Union running over 40 events throughout the semester, it is crucial that the activities of the Union are well managed. The successful applicant will be responsible for arranging the necessary logistics to run and promote a successful event for students.

The position holder will be able to organise the overhead of each Union-run event and must ensure that all activities are compliant with Victorian Health and Safety procedures. The Union will make sure that the Activities Officer will receive appropriate training.

The Activities Officer may also be required to provide customer service at the Union's reception desk from time to time.



# Swinburne Student Union

[www.ssu.org.au](http://www.ssu.org.au)

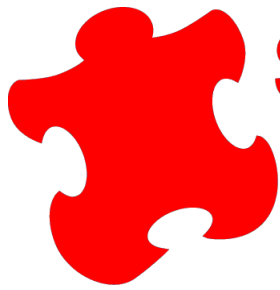
PO Box 2250  
Hawthorn VIC 3122

UN level 4  
John St Hawthorn  
Phone: 03 9214 5440  
Fax: 03 9819 2256

## **Job duties**

The Activities Officer will work as part of the Swinburne Student Union team. They will provide support to student representatives, staff members and volunteers in the overall running of Student Union events. They will liaise with different stakeholders and conduct various event management tasks with minimal supervision from the Executive Officer.

1. Managing, promoting and running Union events and activities
  - Organising entertainment, lighting and decorations at bar events
  - Working with the Volunteer Officer to make rosters for events
  - Working with the Social Media Officer to promote events on the Union's social media channels
  - Organising the Union's presence at Orientation Week, Welcome Back Week and Open Day
  - Organising poster runs for event promotion
  - Producing Event Promotion Plans (which may include organising A-frames, poster design, leafletting and promotion stalls on campus)
  - Producing detailed run sheets for events
  - Liaising with Swinburne and other organisational partners on projects and initiatives
  - Attending relevant Swinburne and SSU committee meetings
2. Identifying communication opportunities within Swinburne's communications channels
3. Assisting the Social Media Officer to produce email bulletins
4. Identifying potential risks and issues with SSU events
5. Improving ways by which events and activities are organised by SSU
6. Developing strong working relationships with staff members, student representatives and volunteers
7. Administrative and related clerical duties with excellent attention to detail
8. Providing customer service at the Union's reception desk, answering enquiries about the Union and providing referrals
9. Reporting maintenance issues to Swinburne University
10. Placing orders for SSU services and events
11. Complying with all University Occupational Health and Safety policies and procedures
12. Contribute towards the growth of Swinburne Student Union
13. Other duties as directed by the Executive Officer



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## **Key Selection Criteria**

### **Essential:**

1. Demonstrated experience in running and promoting events
2. Ability to work in a Student Union environment and provide support services to students
3. Excellent verbal and writing communication skills in English Language and produce professionally written documents
4. Excellent customer service skills
5. Problem solving skills and strong ability to manage sensitive information
6. Ability to work independently or within a team and developing strong professional relationships across all levels
7. IT skills including Microsoft Office, email, social media and internet

### **Desirable:**

1. Current or recent Swinburne University Student
2. A knowledge of Swinburne Policy and Procedures
3. Experience in generating social media content
4. Experience in coordinating and/or managing volunteers
5. Previous experience as a volunteer within the Swinburne University community or with a Not for Profit sector
6. Working with Children Check

### **How to apply**

Email your CV and a cover letter addressing the Key Selection Criteria to [apply@ssu.org.au](mailto:apply@ssu.org.au) by 5:00pm Wednesday 14<sup>th</sup> June 2017.

Only applications which clearly address the Key Selection Criteria will be considered.

For further information, contact [admin@ssu.org.au](mailto:admin@ssu.org.au) or 03 9214 5440.