

STUDENT EXPERIENCE (CLUBS & SOCIETIES) OFFICER

Reporting to:	Student Engagement & Development Manager
Classification / Salary:	TUSA Level 3
Location:	Hobart (with occasional travel)
Employment Type:	Part Time
Date:	2025

1.0 Position Summary

The Student Experience (Clubs & Societies) Officer (SECSO) plays a critical role in enabling our student leaders across TUSA affiliated Clubs and Societies (all campuses and online) and to deliver on the promises outlined in the TUSA Strategic Plan. This role works in partnership with the TUSAs Student Council Leaders, Clubs and Societies and other student volunteers to ensure the TUSA creates value for all student cohorts and provide students with opportunities to connect in fun and meaningful ways through clubs and societies. The Student Experience (Clubs & Societies) Officer (SECSO) has a direct reporting relationship to the Student Engagement and Development Manager and is expected to work closely with the Student Experience Team, the broader TUSA team as well as elected and recruited student representatives.

2.0 Key Performance Areas

2.1 Student Led Initiatives & Events

- Collaborate with student leaders and TUSA staff members to gather and develop a rich understanding of all UTAS students and use these insights and key knowledge to support TUSA in the implementation and delivery of activities, events, programs and initiatives to support the student experience.
- Work with elected student representatives and staff members to determine initiatives that enable the TUSA to deliver its strategic plan and incorporate into annual planning processes.
- Provide frontline support to students, including provision of information (in various forms), and advice related to planning, developing or executing events, activities, initiatives, programs, and/or running / participating / contributing to their Club or Society as part of their student experience.

2.2 Clubs & Societies Coordination & Administration

- Take the lead on supporting Club activities through risk assessment and mitigations processes to help them identify, assess, mitigate, and manage various types of risks (e.g., safety, financial, reputational, legal) that Clubs and Societies may encounter.
- Engage in ongoing review, development, implementation, of risk management policies and procedures to support alignment with compliance obligations and industry best practices.
- In conjunction with members of the State Council, provide support and direction to Clubs and Societies Executives in the understanding and execution of all aspects of their roles, including the systems, processes, and people in place to support their delivery.
- Develop and disseminate information, mentor and educate clubs and societies executives to facilitate good governance, including quality and timely decision making, transparency and accountability in relation to the TUSA's Clubs and Societies operations.
- Proactively engage in regular review and revision practices associated with all administrative processes and procedures.

- In conjunction with the TUSA Campus Presidents, coordinate and support university clubs and societies on all campuses (including the Sydney campus), including but not necessarily limited to the following: -
 - advise TUSA staff, elected student representatives, and Clubs & Societies executives on policies and procedures, administration and compliance requirements, budgets, activities and promotion as necessary.
 - coordinate affiliation and annual re-affiliation requirements;
 - advise and assist with grant applications in accordance with TUSA and SSAF regulations and procedures, support the chair and secretary of the grant committee;
 - administer and perform secretarial duties for the Clubs and Societies Meetings, Clubs and Societies Awards, assist with determination of Clubs and Societies Awards recipients, and the TUSA Student Leaders Conference.
- Provide administrative support to the TUSA Clubs and Societies including:
 - in conjunction with the Student Engagement and Development Manager assist in preparation of Clubs and Society budget, monitor performance against budget, and assist with debtor invoices and outstanding accounts;
 - maintain relevant records of Clubs & Societies including asset register, executive contacts and biennial Adventure Club audits;
 - Support Clubs & Societies with the implementation and use of the nominated CRM (Rubric or otherwise).
 - Coordinate and manage storage issues and access both on campus and off (including Olinda Grove and the Newnham Compound).

2.3 Clubs & Societies Promotion & Growth

- Work with Student Engagement and Development Manager and the Student Experience Team on the development, coordination and promotion of a state-wide & streamlined structure for Clubs and Societies including the utilisation of processes and procedures for Club administration, including nominated CRM systems.

- Work with TUSA elected and recruited representatives to identify opportunities for integration into day-to-day life of students through partnerships and growth in the number and nature of TUSA Clubs and Societies.
- In conjunction with various Clubs and Societies and staff, undertake the planning and delivery of key promotional activities and events such as the Learning and Development Program, Clubs & Societies Day and other events, activities and initiatives.
- Provide referral to internal TUSA recruited representatives, interns or volunteers and external resources to assist students involved in various clubs and societies in the development of promotional materials for initiatives or events.
- Advise new and current Clubs and Societies on all aspects of clubs and societies, relevant TUSA/UTAS policies and procedures, and legislative requirements.

3.0 All Staff

- Work with all members of the TUSA team in the delivery of the strategic plan.
- As part of the TUSA team, incumbents may be required to plan and/or assist with varied programs that promote and enhance student life and be available to help their colleagues and student representatives where necessary.
- Practice and demonstrate safe work practices to ensure the wellbeing of staff, students and other stakeholders.
- Undertake other duties commensurate with the level of the post as required and which the Executive Team shall from time to time determine.

4.0 What the Job Requires (Success Profile)

4.1 Attributes & Behaviours

- STUDENT LED – understands and empathises with the needs and aspirations of students; maintains constant focus on improving student experience and makes decisions informed by student insight and based on creation of value for the students.

- CONNECTED - demonstrates drive to develop open, honest and mutually beneficial relationships with all stakeholders to positively impact the organisation; Able to build wide and effective networks of contacts inside and outside of TUSA.
- BOLD - Seeks opportunities to transform the business and supports others through the change process; promotes the cultivation of unique and exciting ideas which enable students to achieve their desired results; open to new ideas and willing to think 'outside the box' to allow TUSA to continue evolving to keep up with the changing pace of society.
- EFFECTIVE - seeks to use their attributes to their utmost to enable TUSA to deliver on strategic goals while empowering students to learn and grow; sets clear direction and standards and delivers performance by empowering & developing others and recruiting talent.
- KIND - builds capacity by listening and building an understanding of others and then investing in their development; able to adapt own interpersonal style and show sensitivity to different cultures or backgrounds.

4.2 Experience & Qualifications (Selection Criteria)

Essential:

- Current Driver's License (manual preferred).
- Relevant degree or substantial relevant experience and/or education/training.
- A sound knowledge and experience in organisational Governance & Compliance, including small budget and asset management activities including grant processes.
- Proven organisational and project management skills including the ability to use initiative, prioritise, solve problems and meet deadlines & budgets while working independently with some supervision.
- Excellent communication, cross-cultural, interpersonal, negotiation and presentation skills.

- Demonstrated ability to carry out duties under broad or general direction with integrity, and be reliable, punctual, service focused and well presented.
- Proven strong team working capacity and demonstrated ability to be flexible and use initiative where necessary and appropriate, and be self-motivated
- Demonstrated ability to work with multiple stakeholders and contribute effectively as part of a diverse team.
- Demonstrated ability in the use of computerised administrative systems, in working with data in Microsoft Office suite, CRMs, SharePoint, WordPress and other related software to support the role functions.

Desirable:

- Enthusiasm for and experience in working with students and/or young adults preferably in the tertiary education environment.
- Knowledge of student association services within the tertiary education environment, or not for profit community groups.
- Proven experience administering club and society operations and governance, and/or event management experience.
- Certified training in Responsible Service of Alcohol, Food Handling Safety and First Aid (inc. CPR), Mental Health First Aid, Working with Vulnerable People Check, and willingness to undertake appropriate training where deemed necessary.
- Experience supervising, supporting and resourcing volunteers.

5.0 Role Dimensions

This Position Manages:	NA
Expenditure Authority:	NA
Expense Budget:	NA
Revenue Budget:	NA
Assets Under Control:	NA

6.0 Relationships

Key Relationships Internal:

TUSA Executive Team
C&S Executives
TUSA Staff (statewide)
TUSA Elected and Recruited Student Representatives

Key Relationships External:

UTAS Student Experience & other Divisional Teams
UTAS College, Faculty & Schools staff
University of Tasmania Students
TUSA Suppliers