

# Position Description



## **WORKSHOP COORDINATOR (THINK.ACT.GREEN)**

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### **1. Position Summary**

The Workshop Coordinator is a member of the Innovations & Development (I&D) subgroup of the Think.Act.Green project team. They will assist in developing content for the Think.Act.Green Secondary Schools program. They will also have specific responsibilities, which include delivering the Resource Pack, and organising all 48 proposed Workshops (Phase 3).

The Workshop Coordinator will work closely with the School Liaison Officer and the Corporate Liaison Officer. They will report to the I&D Manager and the Project Managers of Think.Act.Green.

### **2. Selection Criteria**

**Positions Available: 1**

#### **Eligibility**

1. Enrolled student at the University of Melbourne until at least December 2011
2. Willing to commit a minimum of five hours per week, excluding meetings, during non-exam periods
3. You agree to check your preferred email account daily and respond within 48 hours

#### **General SIFE Selection Criteria**

1. Passion and belief in helping others
2. Very strong commitment to the team
3. Advanced level of verbal and written communication
4. Ability to meet deadlines
5. High level of professionalism
6. Ability to work effectively in a team

#### **Role Specific Selection Criteria**

1. Excellent leadership skills with the ability to manage people
2. A high level of initiative and ability to work independently
3. Ability to be resourceful and problem-solve as issues arise
4. High level of creativity and attention to detail

### **Additional Desirable Selection Criteria**

1. Understanding of current environmental issues
2. Be available from the beginning of Semester 1, 2011

### **Time Commitment**

1. One one-hour weekly meeting (usually none during exam periods)
2. Average of five hours per week in project tasks (average of 1-2 hours during exams)

## **3. Responsibilities**

### **Ongoing throughout the year**

- Oversee the development of the Resource Pack (including identifying the scope of the document)
- In coordination with the Corporate Liaison Officer, identify how to best use the relationships with our partners to assist in the development of the Resource Pack
- Assess and determine the ideal method of delivering the Resource Pack to students (eg. Hard copy, internet, USB etc.)
- In coordination with the Student Ambassador Coordinator, identify where the Student Ambassador Program can be accommodated in workshops, and develop a means for Student Ambassadors to deliver workshops if possible
- Oversee the review of workshop content by relevant advisory parties (including TLFS, UniMelb academics, Sustainability Victoria etc.)

### **Workshops (Phase Three)**

- Oversee the development of the content for each of the six workshops, including materials in the resource pack, audio/visual presentations and activities
- Oversee the preparation of the running sheet for each of the six workshops, and ensure that relevant team members are able to deliver the workshops to a high standard
- Ensure team members are aware of their responsibilities at workshops
- Organise team members to attend each workshop, and ensure that attendance is spread evenly among the team
- In coordination with the School Liaison Officer, ensure that workshop dates, times and venues (along with any other relevant details) are finalised, and communicated to appropriate members of the team
- Ensure that the requirements for equipment etc., are communicated to the relevant people at schools in coordination with the School Liaison Officer
- Act as the key point of contact for team members in regards to workshops and the resource pack (ie. Be available to resolve issues and answer last minute questions)
- Prepare a workshop feedback template for team members to complete after attending each workshop (for internal use). Ensure that this feedback is completed by team members in a timely manner
- If applicable, modify remaining workshops by applying relevant feedback

## **4. Other Information**

### **Organisation Unit**

Students In Free Enterprise (SIFE) is a network of over 38,000 students, studying at more than 1,500 universities around the world, who endeavour to use classroom

knowledge to address socio-economic problems in their local or international communities. With the assistance of academic and business leaders, SIFE students are committed to making a difference by creating sustainable economic opportunities for disadvantaged groups.

SIFE teams manage a diverse portfolio of projects, which operate on the principles of market economics, education and training, entrepreneurialism, financial management, business ethics and sustainability. At a global level, SIFE is supported by hundreds of leading companies and organisations that believe in securing a future led by ethical business leaders with a broad worldview and a commitment to helping others. Every year, SIFE students are changing the lives of millions of people, whilst developing the skills to become socially responsible business leaders.

The University of Melbourne SIFE team is helping those left out of the free market economy to gain the education, skills, and experience to achieve increased access, opportunity and success. They see growing social inequality and environmental degradation as market failures, and are working to close these gaps – one student-led initiative at a time – for positive change.

The University of Melbourne SIFE is the largest SIFE team in Australia with an active membership of 62 students who spend 22,978 hours annually on 3 projects. In July 2007, the team was named SIFE Australia National Champions and reached the semi-finals of the SIFE World Cup in New York, representing Australia amongst the leading 44 teams from around the globe.