

## Position description

Position title	Workforce Coordinator
Location	Gold Coast preferred, dependent on applicant
Status	8-month contract (approx.)
Reporting to	National Events Manager-Operations
Number of reports	Nil
Salary package	\$57,750 pa, plus super
Employment conditions	UniSport time in lieu standards apply Due to the nature of UniSport business, out of hours and weekend work will be required, especially during event delivery periods

### UniSport Australia is the peak governing body of university sport in Australia

UniSport Australia (UniSport) is a member service organisation. We strive to promote and foster the importance of university sport as an integral part of university life at 43 member universities, who collectively represent more than one million students nationwide. Our primary focus is providing expertise and leadership in university sport. We aim to deliver and integrate national policy that enhances and facilitates opportunities for competitive participation in sport for students at a regional, national, and international level. Furthermore, we also focus on providing a broad range of supplementary activities, advocacy, and services for our members.

UniSport is committed to the principle of ongoing continual improvement and the spirit of doing one's best. As an employee of UniSport, you can expect to be part of a team that is dedicated to excellence and high performance, prides itself on operational best practice, promotes inclusion and respect for diversity and allows for flexible work arrangements that assist staff to balance family and work commitments.

UniSport has a program designed to assist staff with their positive health and wellbeing and is available to all staff who can engage at their required level. With staff located across the country, UniSport aims to gather all staff at its head office (Brisbane) at least two to three times a year.

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**Our Vision:** Active Students; Lifelong Success.

**Our Principles:** Integrate and ensure the student perspective is considered in all programs. Inclusion and diversity strategies and processes underpin all that we do across our administration, events, and programs.

**Our Mission:** In partnership with universities, we are driving student success by demonstrating the value of sport through evidence-based advocacy and providing participation and competition programs locally nationally and internationally.

**Our Values:** Collaborative | Respectful | Committed | Authentic | Innovative.

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## About the role

The Workforce Coordinator is one of eight team members responsible for the effective planning and delivery of the UniSport Nationals. The UniSport Nationals is the organisation's major annual multisport event, taking place on the Gold Coast from 27 September through 3 October 2025. Comprising of over 30 different sporting competitions, the Nationals plays host to over 7,000 student-athletes competing over one week of sporting competition.

The role is responsible for the coordination of all aspects of the event workforce, specifically focusing on the volunteer and internship programs for the UniSport Nationals and will contribute to the recruitment and induction of event time operations staff. The role will work closely with the Event Managers and wider delivery team to ensure the volunteer requirements for the event are met across all functional areas and will drive the successful recruitment, induction, training and deployment of all volunteers. The role may also be required to support the recruitment and training of volunteers associated with National Championship events prior to Nationals.

## Key responsibilities

### 1) Delivery of the volunteer program for the UniSport Nationals

Coordinate the volunteer program across all areas, including but not limited to:

- Identification of volunteer requirements
- Implementation of recruitment processes for all volunteers
- Scheduling and rostering of all volunteers
- Development and delivery of a volunteer training program including orientation and role specific training
- Develop and implement a Workforce Catering Plan for event-time
- Administer the workforce database, ensuring accuracy and privacy
- Lead the creation and distribution of the volunteer pocket guide (event time information)
- Manage all workforce uniform requirements, including ordering and distribution
- Develop and deliver a workforce reward and recognition program including a volunteer gift, certificate, and appreciation function
- Oversee and report on the volunteer budget
- Develop and implement event time policies, procedures, and systems

### 2) Delivery of the internship program for the Unisport Nationals

- Coordinate an intern program as a component of the overall workforce program, which supports the Nationals and delivers appropriate academic outcomes for students and their institutions
- Liaise with local universities to promote the program and successfully recruit the required number of event interns
- Coordinate all administrative requirements of the intern program delivery and evaluation

### 3) Administration and reporting

- Develop and implement evaluation of the workforce program post-event
- Prepare a Workforce program report to advise on the success of the program and act as a legacy for future Nationals
- Update and input into the development of the volunteer management plan
- Maintain and update a national key contacts database for use for recruiting volunteers for current and future events

#### 4) Event staffing

With the support of the Nationals Event Manager-Operations, and UniSport's HR staff:

- Support the administrative requirements of the recruitment and deployment of contracted event time staff
- Support with the scheduling and rostering of Operations Crew
- Support the development and administration of event staff scheduling and pre-event updates

#### 5) Collaborating with other UniSport business areas

- Maintain contacts, activities, and other actions within the UniSport CRM as it relates to the Nationals workforce program
- Undertake financial practices to deadlines and processes including (but not limited to) providing information required pertaining to the volunteer program budget forecasts, purchase order requests and invoice payments
- Assist with and contribute to special projects or other UniSport business as required from time to time
- As required, represent the organisation in an official capacity at various functions, gatherings, meetings, and conferences as well as on approved/relevant committees or working groups
- Any other duties as directed by the National Events Manager- Operations

### Personal attributes

We are looking for a sports enthusiast who:

- ✓ Is a driven individual with the ability to work autonomously and achieve results
- ✓ Has strong written and verbal communication skills
- ✓ Has an understanding of volunteer and workforce co-ordination
- ✓ Has exceptional customer service/stakeholder management skills
- ✓ Is able to deliver informative and engaging training sessions
- ✓ Is flexible and able to easily adapt to a changing work environment
- ✓ Enjoys being part of a small team and actively contributes to the building of a positive workplace culture

### Selection criteria

Applicants should ensure that their application provides specific detail on how they meet the following selection criteria. All applicants will be assessed against these key areas.

As a guide, each selection criteria should be addressed in no more than half a page.

In your application, tell us:

1. Your experience in relation to planning and/or delivering a volunteer or workforce program(s)?
2. Your knowledge of and experience of working to project plans with designated timelines and key milestones.
3. Your ability to handle multiple tasks across numerous projects with differing timelines. Please provide examples.
4. Outline your experience in managing stakeholder relationships and maintaining a high standard of communication.

### How to apply

Read the position description in full and learn more about [UniSport Australia via our website.](#)

Prepare your application – applications must include:

- A cover letter introducing yourself and providing an overview of your work experience
- An outline stating how you meet the selection criteria listed above (please respond to the selection criteria separate to your cover letter and no more than ½ page per answer)
- CV/resume including the names and contact details of two references

Submit your application in a [single PDF](#) document to [jobs@unisport.com.au](mailto:jobs@unisport.com.au)

Note that applications that do not respond to the selection criteria will not be considered.

## **Application timelines**

- Applications open 15 January 2025
- Applications close 11:59pm AEST 31 January 2025
- Interviews are expected to be held between 5 February to 7 February 2025
- Earliest start date will be 3 March 2025
- End date 31 October 2025

## **Further information**

Charles Hall  
National Events Manager - Operations  
Ph: 07 5699 8284  
[jobs@unisport.com.au](mailto:jobs@unisport.com.au)

