

POSITION	University Program Coordinator (UoN – The University of Newcastle)
SALARY	\$64,972.83 (inclusive of super) (pro rata)
EMPLOYMENT TYPE	Part Time (0.6 FTE) (Fixed Term until Dec 2022 with possibility for extension)
LOCATION	Newcastle
START	February 2022

batyr is a 'for purpose' preventative mental health organisation, created and driven by young people, for young people. We run programs that help smash the stigma surrounding mental health and empower young people to reach out for support. We help create supportive communities.

We are an energetic, fun and dynamic team who are passionate about changing the way we speak about mental health. Excitingly, we are on the hunt to build our team with even more passionate, skilled and driven people to continue to develop our high-performance culture and expand the reach and impact of batyr. If you want a workplace where you can bring all of your full, weird and wonderful self to the office each day, this is the place.

working with us

At batyr, we care deeply about those we welcome into our work-family and do our best to support our team. We do this by:

- providing all permanent staff with a wellbeing budget that you can use on a gym membership, a new surfboard, pottery classes, music lessons, a spa treatment, a new book... almost whatever you need to help keep you feeling good
- providing wellbeing sessions and ongoing professional development, including Mental Health First Aid accreditation
- wellbeing leave - your personal leave doesn't just have to be for sick days, at batyr you can also use this leave to support your mental health and wellbeing
- mid-year and start-of-year retreats
- flexible working arrangements
- salary packaging up to \$15,900 pa - because we're a not for profit, you can choose to receive a proportion of your wage as a reimbursement of personal expenses, with no income tax payable on this money
- a bring your own device policy, with reimbursements for using your own phone and computer

batyr is committed to providing a safe, culturally appropriate, inclusive environment for all people, regardless of their ethnicity, faith, disability, sexuality, or gender identity. We believe that everyone's voice is valid and worthy of being heard and because of this we strongly encourage people from all backgrounds to apply, especially those from minority or marginalised communities.

about you

You love to immerse yourself in Uni life, helping to plan and create events and activations that get Uni students pumped. You take a positive approach to solving problems and supporting volunteers and embrace the challenges that come with that. You care deeply about making communities of people who care about the people around them and take action to make their lives better. You wake up thinking how you can make the world a better place to live, and you set about getting it done! You love to energise diverse groups of people so that the work you do includes people and creates strength in numbers. You get a buzz from switching gears between interacting with students to meeting with Heads of Faculties all in one day.

Most of all, you just can't wait to make universities full of positive conversations about mental health and want to have a good time doing it.

As with all of our employees, you will have an active interest in tackling the stigma in young people around mental health, and are aligned to batyr's five values; empathy, inclusivity, balance, positivity and boldness.

position summary

The University Program Coordinator (UoN) will be the batyr rep on campus at UoN to work alongside contacts at the University to deliver the batyr@uni program across faculties, colleges and societies. The role will include the booking and coordinating of batyr@uni programs, alongside supporting the volunteer group of student leaders (batyr@UoN Exec) to deliver events, initiatives and campaigns on campus. This role will meet regularly with the Pro-Vice Chancellor (Student Life) and work collaboratively with the Student Life team to report on the impact of the batyr program within the university and will be key to the success of building brand trust and recognition across campus. This role will be responsible for ensuring that batyr is embedded across all aspects of student life at the UoN. The university program at UoN is aimed at reducing stigma and increasing help seeking behaviour for young people, and promoting the message that it's ok to not be ok.

The role will be pivotal in nurturing and developing batyr's relationships with key stakeholders across the university and the partnership's success more broadly. This role will assist in the direction of batyr's core university program at UoN, identifying needs and helping the team continue to improve how we do things at batyr's partner Universities.

The University Program Coordinator (UoN) will report directly to the NSW State Manager based in Sydney.

All candidates will need to hold a current Working with Children Check and Police Check, or be willing to obtain these within one (1) month of starting the role. At the point of making an offer, we will also request information in regards to your COVID-19 vaccination status in accordance with both our policies and those of our partner schools and universities.

key responsibilities

- Book and coordinate the batyr@uni program across the UoN campus and secure attendance at those programs
- Drive Student Exec (volunteer) recruitment, as well as oversight, training and guidance of the batyr@UoN Exec Team to deliver engaging events and campaigns to reach as many students on campus as possible
- Ensure successful completion of key deliverables outlined in the batyr@UoN partnership agreement within clearly established timelines, procedures and guidelines
- Provide advice and feedback to the NSW State Manager around what is tracking well and areas of improvement for the batyr program at UoN
- Key stakeholder management within the University partnership, working closely within University structures, including wellbeing services, faculties, union, units, accommodation services and students

- Attend and/or present at university workshops, meetings, forums and conferences relating to the program and batyr
- Additional projects as required by the NSW State Manager, including booking or delivering ad hoc programs within the NSW region
- Assist the Being Herd team in the recruitment of students for the Being Herd (speaker training) workshops
- Continued collaborative and effective teamwork with University stakeholders; the NSW State Manager, the NSW team, the batyr@uni team and the wider batyr team

essential selection criteria

- Demonstrated experience communicating with a variety of stakeholders
- Proven ability to work well in a small team, as well as work independently with little supervision
- Proven ability to deliver successfully on agreed key deliverables
- Experience training, engaging and coordinating groups of people
- Public speaking skills, with experience putting together presentations and engaging audiences
- Active interest in tackling the stigma around mental health, as well as a desire to facilitate positive behavioural change for young people
- Excellent organisational and communication skills, with experience working under pressure
- Experience in program content development, event planning and/or project management

desirable selection criteria

- Experience in preventative mental health, youth sector, Universities and/or not for profit sector
- Experience using Confluence, Salesforce (or other CRM platform) and Google Drive
- Certificate IV in Training and Development
- Full driver's license

how to apply

Please email your cover letter addressing the essential selection criteria and CV to careers@batyr.com.au by 11:59pm Sunday 23rd January, with the job title and where you saw this ad in the subject line.

batyr is a safe and inclusive workplace. Those from minority or marginalised communities are particularly encouraged to apply. This includes, but is definitely not limited to, people with a lived-experience of mental ill health, Aboriginal and Torres Strait Islander people, culturally and linguistically diverse people, LGBTQIA+ people, and people with disabilities.