

POSITION	University Program Coordinator (SCU - Southern Cross University)
SALARY	\$60,000.00 plus superannuation p.a
EMPLOYMENT TYPE	Until December 23rd (with possible extension) - Part Time 0.6 FTE
LOCATION	Gold Coast or Brisbane
START	ASAP

batyr is a 'for purpose' preventative mental health organisation, created and driven by young people, for young people. We run programs that help reduce 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 excited about changing the way we speak about mental health. 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 may or may not be able to pull off a beret (not a role requirement), but you certainly are capable of wearing many hats. The idea of a role that looks a little different every day is super energising for you. A self-proclaimed people person, you care deeply about nurturing meaningful relationships and are willing to take time to understand the needs of the individuals and communities you engage with. You are a confident communicator and get a buzz from switching gears between interacting with students to meeting with Heads of Faculties all in one day. You are the plan maker of your friendship group, and you love helping plan and create events and activities that are a great experience for a diverse group of people. You feel excited about supporting and mentoring a group of student volunteers, celebrating and fostering individual strengths, diversity and teamwork, and helping people to reach their full potential. No mountain is too big for you; your boundless energy sees you take a positive approach to solving problems and embrace challenges and learnings as part of this process. As

with all of our team, you will live and breathe the batyr values of balance, boldness, empathy, inclusivity, and positivity.

Most of all, you can't wait to make Southern Cross University full of positive conversations about mental health and want to have a good time doing it!

position summary

The University Program Coordinator (SCU) will be the batyr representative at SCU responsible for implementing batyr's offerings that aim to reduce the stigma surrounding mental health and improve the mental health and wellbeing outcomes of the community. This role will book and coordinate the delivery of batyr's university programs and offerings within faculties, colleges, student groups, clubs, and societies, ensuring maximum reach and impact. The role will recruit, support and mentor a group of student volunteers known as the batyr University Student Executive Team, who will plan and deliver mental health awareness events, initiatives and campaigns on campus throughout the year.

The role will work collaboratively with university stakeholders, including meeting regularly with the SCU team to provide a tailored and university-specific approach to address the community's mental health and wellbeing needs. The SCU Program Coordinator will monitor and report on key deliverables and ensure feedback is provided to relevant university stakeholders. Further, this role will play a pivotal role in shaping batyr's future strategy and direction by sharing feedback and insights surrounding the mental health and wellbeing needs of the community and the changing landscape of tertiary education.

The role will maintain efficient processes and structures, with a proactive approach to evaluate and adapt processes where necessary as we scale. All contact and bookings will be recorded in batyr's CRM system (Salesforce) accurately and efficiently to ensure quality relationship management and smooth sailing for program delivery.

The University Program Coordinator (SCU) will report to the State Manager QLD/NNSW and will require the successful applicant to work both on campus at SCU Gold Coast and in our batyr Brisbane office. This role may also require travel to SCU campuses at Lismore and Coffs Harbour.

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.

key responsibilities

- Ensure the high-quality delivery of batyr's programs and offerings is achieved and maintained through securing bookings, cross-team collaboration, on-the-ground coordination of batyr's programs and facilitating feedback loops between batyr and SCU regarding the successes and challenges of program logistics and quality
- Drive Student Exec (volunteer) recruitment, as well as oversight, training and guidance of the batyr@SCU Exec Team to deliver engaging events and campaigns to reach as many students on campus as possible
- Key stakeholder management and collaboration within the University partnership, working closely within University structures, including wellbeing services, faculties, unions, units, accommodation services and students
- Develop and maintain an in-depth knowledge of batyr's offerings and their impact, as well as the needs and barriers of tertiary education around mental health and wellbeing
- Ensure successful completion of key deliverables outlined in the batyr@SCU partnership agreement within clearly established timelines, procedures and guidelines
- Attend and/or present at university workshops, meetings and forums relating to the program and batyr
- Effectively use our CRM system (Salesforce) to optimise relationships and increase outputs
- Support batyr in other tasks or projects as required, including but not limited to booking or delivering ad hoc programs across QLD/NNSW

essential selection criteria

- Active interest in reducing the stigma around mental health
- Demonstrated ability to take initiative and deliver in a highly varied role
- Experience in building and maintaining relationships with internal and external stakeholders
- Strong interpersonal and communication skills
- Demonstrated ability to work autonomously and as part of a team
- Track record of achieving set targets and KPIs
- Experience training, engaging and coordinating groups of people
- Organisation skills and proven ability to manage competing priorities
- Public speaking skills, with experience putting together presentations and engaging audiences
- Proven experience in following systems and processes

desirable selection criteria

- Experience in preventative mental health, youth sector, Universities and/or not-for-profit sector
- Experience in event planning and/or project management
- Current driver's licence

how to apply

Please email your cover letter addressing the essential selection criteria and CV to careers@batyr.com.au by 9am Monday 4th March, 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 disability.