



## Position Description

<b>POSITION TITLE</b>	Director of Programs
<b>REPORTS TO</b>	Master
<b>TIME ALLOCATION</b>	Full Time, residential position.

### Position Contribution

Wesley College is a Uniting Church Residential College for women and men who undertake full time study at the University of Sydney. This position is accountable for fostering the social, community and welfare development of students within a residential community that engenders in them individual responsibility, independence, respect for and sensitivity to others. The Director of Programs is responsible for designing and delivering a range of co-curricular activities and enrichment opportunities for student residents that promote participation in collegiate life, support career exploration, engage leadership development, and foster a wide range of personal development opportunities. The Director of Programs also has a role in engaging with general wellbeing and pastoral care of the student body.

### Relationships

The Director of Programs reports to and works closely with the Master. This position forms part of the Executive Leadership Team. The Director of Programs in the role of enhancing day to day student life, works alongside the Director of Student. In the Master's Absence, this position is one of two positions to have delegated authority (the other being Director of Students).

The Academic Dean reports directly to this position, who has oversight of the tutorial program and monitoring student academic progress.

The Director of Programs has a high degree of liaison with other college staff. For example, the Master's PA regarding general student management and student logistics, the Registrar for applicant interviews and offers, and the Marketing and Communications Manager in relation to applicant recruitment strategies.

The Director of Programs is also required to liaise with external providers important to supporting student training programs, as well as specific student recruitment. For example, Sydney Uni Sport & Fitness, Full Stop foundation, Sydney Uni Safer Communities Office, guest speakers and presenters.

## **Residential Position:**

The Director of Programs is required to reside onsite, in unfurnished accommodation provided by the College. The Director of Programs is expected to be in residence throughout the academic year, with annual leave taken generally in out of semester periods. This role requires a 24/7 oversight and therefore may require after hours work as needed. The Director of Programs is normally expected to attend two weekly dinners ordinarily held on Mondays and Wednesdays during semester.

Ideally the Director of Programs attends all intercollegiate sporting matches, generally held during the day but occasionally of an evening. They also attend Palladian events which are held on 4 evening occasions per semester.

## **Principal Accountabilities**

1. Provide strong and visible leadership for the College community, that models and encourages a positive and inclusive culture.
2. Oversee engagement of students in extracurricular opportunities such as the Sporting Program (Rawson and Rosebowl), the Cultural program (Palladian Cup), and special seminars/workshops.
3. Oversee and work closely with the Registrar and Director of Students to monitor the admissions process and make applicant recommendations to the Master.
4. Ensure outstanding pastoral care is available and provided to all residents
5. Be responsible for designing and delivering the annual student leadership training, enrichment and personal development programs throughout the academic year.
6. Maintain discipline within the College and ensure all matters related to this are communicated to the Master

## **Duties**

1. Act in the role of the Master in his/her absence and carry out duties consistent with the purpose of the role as directed by the Master.
2. Oversee Welcome Week Leader and House Committee Training and be responsible for oversight of all planning and management of activities, including liaison with Welcome Week Leadership Team.
3. Liaise with external providers to deliver requisite student training on consent, respectful relationships, and mental health.
4. Engage specialist guest speaker and presenters for co-curricular enrichment activities.
5. Carry out agreed disciplinary procedures to ensure the College's and community's standards are upheld in accordance with the Vision, Mission and Values Statement and Discipline Policy.
6. Assist the Master, alongside the Director of Students, with interviews in pre-admission stage.
7. Work with the Registrar to progress the admissions process and coordinate the Returning resident process each year.
8. Attend events associated with the student life of the College, and the wider College community as required by the Master
9. Provide detailed written reports each semester to the Master on areas of responsibility, including student achievements, leadership training, student co-curricular engagement.

## **Key Performance Indicators**

1. Provide strong and effective leadership to the College community and assist in the effective management of student discipline issues as required by the Master.
2. Ensure a comprehensive suite of student training is delivered.
3. Ensure a range of guest speakers, specialist panels, and seminar or workshop style events are on offer across the academic year that nurture student personal development.
4. Actively foster links and strong relationships outside the organisation to attract suitable applicants to Wesley College, including with Sydney Uni Sport & Fitness and the Gadigal Centre.
5. Assist in the effective management of student logistics.

An annual performance review will be conducted by the Master, including feedback from members of the Wesley College community.

## **Key skills Experience and Attributes**

1. A university degree and related experience in the education sector or student services sector.
2. Commitment to the goals and strategic direction of Wesley College and an understanding of the polity of the Uniting Church.
3. Ability to be decisive and firm in decision making and manage difficult situations.
4. A good understanding and working knowledge of the duty of care requirements in a residential student environment
5. Ability to communicate effectively in written and oral forms
6. Empathy for and appreciation of current issues relating to young adults.
7. Excellent resource development and educational program delivery skills.
8. Proven administrative and organisational ability with some relevant experience in educational and staff management.
9. Ability to lead others by using appropriate methods, skills, and styles to motivate others towards achievement, including effective delegation.
10. Ability to apply high level skills in dealing with students, staff, parents, and other stakeholders.
11. Demonstrated understanding of and commitment to WHS, risk management and EEO principles as they relate to this role.

Lisa J Sutherland  
Master  
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