



Wesley College within The University of Sydney

Director of Programs

Full Time Residential Position

Wesley College is a Uniting Church residential college for undergraduate students who undertake full time study at the University of Sydney. This position reports directly to the Master and forms part of the executive team of the college.

The Director of Programs is responsible for designing and delivering a range of co-curricular activities and enrichment opportunities for student residents that promote academic excellence, participation in collegiate life, support career exploration, engage leadership development, and foster a wide range of personal development opportunities. They are also a key person in the pastoral care team and managing student matters.

The Director of Programs is expected to reside on site in a staff apartment. The position is full time and requires a flexible approach to working hours. The remuneration package for the position which includes accommodation, meals and onsite parking, will be negotiated based on the successful applicant's qualifications and relevant experience.

A Position Description is provided as part of this advertisement.

Applications Procedure

Your written application should include:

1. A covering letter addressing the position description requirements and details of your relevant experience.
2. A Curriculum Vitae
3. Commencement Start date availability
4. Names and contact details of three confidential referees

Please submit your application via the **Seek portal** (<https://www.seek.com.au/job/90918853>) or by email to masterspa@wesleycollege-usyd.edu.au. Applications should be addressed to The Master and marked Confidential – Director of Programs.

Applications are now open and will be reviewed as received and interviews will be arranged. Any confidential enquiries about the role can be made by request to The Master by contacting Ally Kopp, Master's PA on (02) 9565 3377.



Position Description

POSITION TITLE	Director of Programs
REPORTS TO	Master
TIME ALLOCATION	Full Time, residential position
APPLY THROUGH	https://www.seek.com.au/job/90918853

Position Contribution

Wesley College is a Uniting Church Residential College for undergraduate students 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 an important role in engaging with general well-being 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 has the role of enhancing day to day student life, works alongside the Director of Students. In the Master's Absence, this position is one of three positions to have delegated authority (the other being Director of Students and Director of Finance and Property).

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 and the Front Office Manager for applicant interviews and offers.

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, cultural and wider University engagement activities (Rawson, Rosebowl, Palladian and Intramural competitions) and development of 'Future Ready' program related to career readiness and networking opportunities.
3. Oversee the academic tutorial program and application of the Academic Progress Policy.
4. Oversee and work closely with the Director of Students to monitor the admissions process and make applicant recommendations to the Master.
5. Ensure outstanding pastoral care is available and provided to all students.
6. Be responsible for designing and delivering the student leadership training, enrichment and personal development programs throughout the academic year.
7. 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 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 during Training week, including liaison with Welcome Week Leadership Team.
3. Liaise with external providers to deliver requisite student training required for the whole student cohort.
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 Front Office Manager to progress the admissions process and coordinate the arrival process for new students 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 academic progress, leadership training and 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 for leaders and whole college is delivered and meets the standards and requirements set by any external bodies.
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. This includes the Monday Formal Dinner speaker program.
4. Actively foster links and strong relationships outside the organisation to support our joint programs overseen by Sydney Uni Sport & Fitness, University of Sydney Union and The University of Sydney.
5. Assist in the effective management of student logistics.

An annual performance review will be conducted by the Master.

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. Be passionate about working with 18–24-year-old students and have the ability to engage people easily and effectively.
5. A good understanding and working knowledge of the duty of care requirements in a residential student environment.
6. Ability to communicate effectively in written and oral forms.
7. Empathy for and appreciation of current issues relating to young adults.
8. Excellent resource development and educational program delivery skills.
9. Proven administrative and organisational ability with some relevant experience in educational and staff management.
10. Ability to lead others by using appropriate methods, skills, and styles to motivate others towards achievement, including effective delegation.
11. Ability to apply high level skills in dealing with students, staff, parents, and other stakeholders.
12. Demonstrated understanding of and commitment to WHS, risk management and EEO principles as they relate to this role.
13. Proficiency in Microsoft Office Suite.

Lisa J Sutherland
Master
March 2026