

POSITION DESCRIPTION

Student Clubs Officer



WESTERN SYDNEY UNIVERSITY
STUDENT UNION

POSITION DETAILS

Position Title	Student Clubs Officer
Classification	HEW 6 [AWARD]
Position Number	TBC
School/Office	Student Engagement
Division	WSUSU

POSITION PURPOSE

The Student Clubs Officer is responsible for the coordination, development and continuous improvement of the student clubs' program. The position provides specialist advice and operational leadership in relation to club governance, compliance, funding, risk management, leadership development and student engagement. Working under general direction, the role develops and implements systems, processes and initiatives that strengthen club sustainability, participation and alignment with WSUSU strategic objectives.

KEY ACCOUNTABILITIES

1. **Coordinate Student Clubs Governance** - Coordinate and oversee governance processes for student clubs, including affiliation, constitutions, elections, reporting requirements and compliance with WSUSU policies and procedures. Provide specialist advice and guidance to club executives on governance matters.
2. **Manage Club Risk and Compliance** - Coordinate risk assessment and compliance processes for club activities and events, including event approvals, insurance requirements, safety obligations and organisational policies. Provide recommendations and advice on risk mitigation strategies and compliance requirements.
3. **Administer Club Funding Programs** - Coordinate and administer student club funding programs, including assessment of applications, monitoring expenditure, maintaining funding records and providing recommendations on funding allocations in accordance with established guidelines.
4. **Support Club Engagement and Development** - Act as the primary point of contact for student clubs, providing specialist advice, resources and support to strengthen club sustainability, membership growth, engagement and operational effectiveness.
5. **Coordinate Training and Capacity Building** - Develop, coordinate and facilitate training programs, workshops and resources for club executives covering governance, leadership, event management, risk management, inclusion and best practice operations.
6. **Facilitate Club Communication and Promotion** - Coordinate communication initiatives and promotional opportunities that support student clubs to effectively engage with students and increase participation across the University community.

7. **Monitor and Report on Club Activities** - Maintain accurate records and analyse data relating to club participation, governance, compliance and funding outcomes. Prepare reports, recommendations and briefing materials to inform decision-making and continuous improvement initiatives.
8. **Collaborate with Student Life Officers** - Work collaboratively with Student Life Officers and other WSUSU teams to develop and implement initiatives that enhance student engagement, leadership development and the overall student experience

QUALIFICATIONS, EXPERIENCE AND SKILLS

1. It is a mandatory requirement for any incumbent of this position to have a current **NSW employee Working With Children clearance** in accordance with the NSW Child Protection (Working with Children) Act 2012.
2. **Tertiary Qualification** – A degree with relevant experience in Community Development, Education, Business, Management, Student Services or a related discipline; or an equivalent combination of relevant experience and education/training.
3. **Experience in Student Club or Community Group Management-** Demonstrated experience supporting, managing or developing student programs, clubs, community organisations, membership-based groups or volunteer-led initiatives
4. **Knowledge of Governance and Risk Management** - Demonstrated knowledge of governance frameworks, policy application, compliance requirements, risk assessment and event management within a student, education or not-for-profit environment
5. **Strong Communication and Interpersonal Skills-** Highly developed interpersonal, written and verbal communication skills with the ability to build productive relationships and provide advice to diverse stakeholders
6. **Program Coordination and Project Management Skills** - Demonstrated ability to coordinate programs, manage competing priorities, implement initiatives and achieve outcomes within agreed timeframes.
7. **Analytical and Problem-Solving Skills** - Demonstrated ability to exercise judgement, interpret policies and procedures, analyse information and provide recommendations to support effective decision making.
8. **Ability to Work Collaboratively** - Demonstrated capacity to work independently under general direction and collaboratively with colleagues and stakeholders to deliver organisational objectives.
9. **Commitment to Student Success and Inclusion** - Demonstrated commitment to student engagement, student voice, equity, inclusion, social justice and the values of student-led organisations.

KEY RELATIONSHIPS

- **This position reports to:** Head of Student Engagement
- **This position supervises:** Nil
- **Key internal relationships:**
 - Direct Supervisor
 - Department heads
 - All WSUSU staff
 - Student leaders
- **Key external relationships:**
 - University administration
 - Broader community

CHALLENGES

- Supporting a wide variety of clubs with differing sizes, activities, and maturity levels while ensuring equitable access to resources and support.
- Exercising sound judgement when assessing governance, compliance and risk matters impacting a diverse portfolio of student clubs.
- Balancing student autonomy with organisational governance, compliance and risk obligations.
- Managing competing priorities across multiple stakeholder groups while delivering high-quality advisory and program support services.
- Identifying and implementing continuous improvement opportunities that enhance student participation, leadership capability and club sustainability.

EXPECTATIONS

WSUSU expects that all employees are aware of, and comply with legislation and relevant policies and procedures relevant to the position, including but not limited to:

- WSUSU Code of Conduct
- Work Health and Safety and Wellbeing Management System
- Enterprise Agreement or Award
- Anti-discrimination principles, Equal Employment Opportunity and staff and student equity.

Approved by: **Lead People & Culture Partner**
Date: **28 September 2026**