

● **COMMITTEE RECRUITMENT**

POSITION DESCRIPTIONS 2024

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Position Description

Change x Unzipped acknowledges Aboriginal and Torres Strait Islander peoples as the Traditional Custodians of Australia. We acknowledge their continued connection to land, water and community, and we pay our respects to their Elders past, present and emerging.

Change X Unzipped - Committee Recruitment 2024



Co-Convenor Introduction

Change X Unzipped (CxU) is a Victorian university student collaboration which hosts an annual global health conference. The organisation originated as a way to unite the global health groups at three major Victorian Universities; Ignite Monash, Universal Health at Deakin and Melbourne Medical School's Global Health Collective; and the event is now in its seventh year. In the past, we have proudly hosted over 100 delegates from a range of disciplines and universities across Victoria, and we hope to make the 2024 event even bigger and better.

Our program aims to provide students with an inspiring line-up of speakers, workshops, panels and networking opportunities in global health; presenting attendees with tangible ways to become involved in making change. It encourages further collaboration between Victorian universities and prides itself on being an affordable, accessible and sustainable event for all.

The organisation of an event such as this requires an enthusiastic team ranging from any Victorian tertiary institutions to fill a range of positions as outlined below. If you're passionate about global health and believe you have something valuable to bring to our organisation, we would love to hear from you!

How to apply

1. Read the role descriptions below. You may apply for multiple roles.
2. Complete the Google Form application: <https://forms.gle/s77yHTqHSXkyWPgp8>
3. Applications close Sunday 10th March at 11:59pm AEDT.
4. Shortlisted candidates will be invited to a Zoom interview commencing soon after.
5. Executives are expected to make a commitment to the organisation between March 2023 and October 2023. Please take this into consideration when applying.

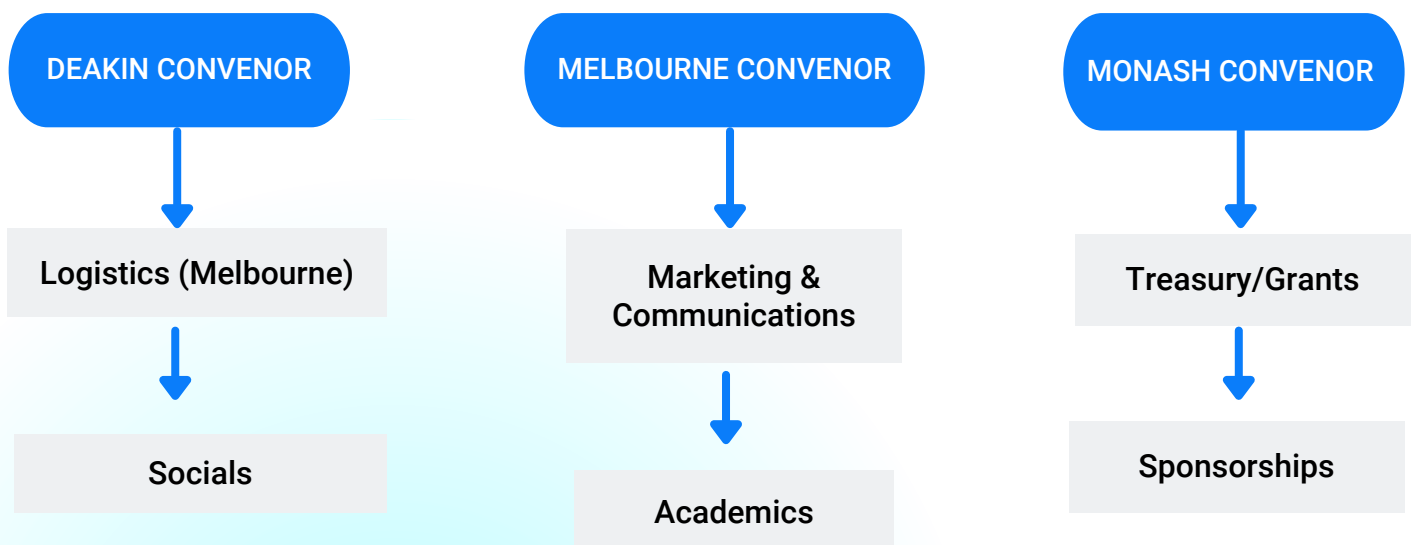
Available Positions

The following executive positions are currently open for recruitment:

- (4x) Academic Officers
- (2x) Marketing & Communications Officers
- (3x) Logistics Officers
- (2x) Socials Officer
- (2x) Sponsorships Officers
- (1x) Treasurer

Students studying at any Victorian university can apply for any role (not just the portfolios listed under that university convenor). For enquiries relating to any of the above roles, please contact the CxU co-convenors at changexunzipped@gmail.com.

ChangeXUnzipped Committee 2024 - Organogram (example)



Academic Officers (4x)

Purpose	The Academic Officers are responsible for building a unique, exciting and inspiring program that aligns with the conference values and vision. They will be supported by the Academic sub-committee and CxU co-convenors.
Responsibilities	<ul style="list-style-type: none"> • Lead, manage and provide support for a small Academic sub-committee. • In collaboration with CxU co-convenors, develop themes for each academic day and establish key aims for this year's academic program. • Develop the academic program aligning with conference aims, including inviting suitable speakers and detailing a clear running sheet. • Regularly update CxU co-convenors on progress and ensure the academic program remains aligned with CxU's vision. • Maintain open communication with speakers before, during and after the event, including logistics, resources required, and post-event feedback.
Time commitment	1-2 hours/week, increasing in the weeks before the conference.
Required skills & experience	<p>Essential:</p> <ul style="list-style-type: none"> • Current student at any Victorian tertiary institution. • Ability to create and maintain professional relationships with a diverse range of speakers. • Highly organised and able to deliver task to agreed deadlines. • Collaborative work ethic and able to work as part of a team. • Excellent interpersonal skills and able to communicate professionally. <p>Desirable:</p> <ul style="list-style-type: none"> • Demonstrated experience creating academic programs for similar events. • Experience managing high-level guest speakers, ambassadors etc. • Existing contacts and connections to professionals in the medical and health sectors.
People to liaise with	<ul style="list-style-type: none"> • Co-convenors • Other teams, notably Logistics and Marcomms.

Marketing & Communications Officers (2x)

Purpose	The Communications & Marketing (Marcomms) Officers will be responsible for distributing communications to promote the conference to delegates. They will also support the development of CxU promotional materials, regularly posting on social media, and maintaining the CxU website.
Responsibilities	<ul style="list-style-type: none"> • Creation and designing of social media posts, posters, and adverts (Instagram, Facebook, LinkedIn) • Post regular and engaging content about global health and the conference to expand CxU's social media presence and followers on these channels. • Create new and exciting marketing and promotional content, most notably a promotional video. • Managing the email subscribers and generating email content. • Communicate with delegates with pre-conference newsletters and address individual concerns. • Oversee the development of the Delegate Handbook, with assistance and input from all CxU portfolios • In conjunction with the Treasurer and Secretary, coordinate and monitor ticket sales, with active promotion throughout the period. • Post live photos, updates and videos on social media during the conference. • Compile/edit speaker bios and workshop activity summaries for promotional materials. • Organise a way to record presentations and workshops during the conference for a post-event magazine.
Time commitment	1-2 hours/week, increasing in the weeks before the conference. Hours may fluctuate when materials are needed.

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<p>Required skills & experience</p>	<p>Essential:</p> <ul style="list-style-type: none"> • Current student at any Victorian tertiary institution. • Experience with creating with Canva. • Competency in editing softwares, such as InDesign, Illustrator and Photoshop, PowerPoint and Wix (or able to learn) • Highly organised and able to deliver tasks to agreed deadlines. • Collaborative work ethic and able to work as part of a team. • Able to tailor tone and style according to different audiences and communication channels. • Experience with mail delivery systems, e.g. Mailchimp (or able to learn). <p>Desirable:</p> <ul style="list-style-type: none"> • Understanding of file set up for online (RGB) and print (CMYK), including setting up print-ready files (or able to learn) • Proficiency in video editing software Adobe Premiere Pro. • Demonstrated experience writing news articles, promotional materials, blogs or other content for events. • Experience studying journalism, marketing, graphic design or similar course. or other relevant fields.
<p>Day to Day Tasks</p>	<ul style="list-style-type: none"> • Keeping an active social media page • Responding to comments and messages on social media • Idea generation for content and promotional materials (e.g. products, design, competition ideas) • Later on reporting ticket sales and tracking sales
<p>People to liaise with</p>	<ul style="list-style-type: none"> • Co-convenors. • Other teams: Academics, Treasurer, Sponsorships and more.

Logistics Officers (3x)

Purpose	<p>The Logistics Officers are responsible for the smooth running of the event, working behind the scenes to ensure up to 100 delegates, speakers and committee members have an enjoyable experience across two days, and across the 2 Victorian venues for each day.</p>
Responsibilities	<ul style="list-style-type: none"> • Book and confirm academic venues, considering room layout, AV capability and breakout space requirements. • Coordinate transportation for speakers to and from both venues (if required). • Organise catering for all delegates, speakers, and CxU teams. • Maintain communication with co-convenors on progress and be proactive in noting logistical requirements. • Co-ordinate day logistics to welcome speakers and other stakeholders. • Organise registration and name tags for delegates for the day. • Organise the Welcome to Country for their respective day. • Attend both days of the conference to help out with any additional tasks.
Time commitment	<p>1-2 hours/week, increasing in the weeks before the conference.</p>
Required skills & experience	<p>Essential:</p> <ul style="list-style-type: none"> • Current student at any Victorian tertiary institution. • Highly organised, able to multi-task and deliver to agreed deadlines. <p>Desirable:</p> <ul style="list-style-type: none"> • Event management experience for other conferences, forums or workshops and/or studying event management. • Basic proficiency with Microsoft Excel and other organisational tools.
People to liaise with	<ul style="list-style-type: none"> • Co-convenors • Other teams, notably Academics and the Treasurer.

Socials Officers (2x)

Purpose	<p>The Socials Officer is responsible for coordinating and running the Saturday night social event at ChangeXUnzipped, ensuring delegates can kick back and enjoy some time getting to know the other delegates in between two long days of the conference.</p>
Responsibilities	<ul style="list-style-type: none"> • Organise the logistics of the social event, including food, drinks, event venue, travel (if required). • Liaise with the venue manager and ensure an ongoing relationship may be built for the future. • Manage a small budget for the event, as directed by the Treasurer. • Assist with promotion of social events, as well as other tasks that may arise in the lead-up to the conference.
Time commitment	<p>1-2 hours/week, increasing in the weeks before the conference.</p>
Required skills & experience	<p>Essential:</p> <ul style="list-style-type: none"> • Current student at any Victorian tertiary institution. • Creative thinkers that can come up with fun ideas to make the social event engaging and enjoyable. • Able to communicate professionally between team and external stakeholders. • Highly organised, able to multi-task and deliver to agreed deadlines. <p>Desirable:</p> <ul style="list-style-type: none"> • Demonstrated experience in event management and coordinating social events.
People to liaise with	<ul style="list-style-type: none"> • Co-convenors. • Other teams, notably Marcomms and Treasurer.

Sponsorships Officers (3x)

Purpose	<p>The Sponsorships Officer will be responsible for providing the financial potential for running a bigger and better CxU conference. Sponsorship officers are expected to source and secure supporters, and donations from a variety of domains, in order to ensure affordable ticket costs and further encourage attendance via incentives and subsidies.</p>
Responsibilities	<ul style="list-style-type: none"> • Develop the Sponsorship Prospectus in conjunction with the co-convenors, including tiered sponsorship packages detailing what may be offered. • Secure financial sponsorship opportunities from a range of sources and fields, including Universities, communities and external organisations/ businesses. • Explore non-monetary sponsorship options to enrich the experience of delegates and speakers. • Communicate with the Treasurer regarding movement and securing of money. • Ensure that all sponsors reflect the ethical principles of CxU. • Ensure all terms of a sponsorship contract are met. • Organise the Sponsor Trade Show, including welcoming sponsors, co-ordinating stall set-up and layout, and end-of-day trade stall pack-up.
Time commitment	1-2 hours/week.
Required skills & experience	<p>Essential:</p> <ul style="list-style-type: none"> • Current student at any Victorian tertiary institution. • Prompt and effective use of email. • Professional communication skills, both written and verbal. • Proactive in seeking new avenues of funding. <p>Desirable:</p> <ul style="list-style-type: none"> • Demonstrated experience in sponsorship and/or fundraising for similar events. • Experience writing grant applications. • Experience liaising with donors and funders.
People to liaise with	<ul style="list-style-type: none"> • Co-convenors. • Other teams, notably the Treasurer and Logistics.

Treasurer (x1)

Purpose	<p>The Treasurer is responsible for the ongoing management of the financial position and budget of the conference in collaboration with the CxU co-convenors. This role is essential in dictating the initial operating capacity of the conference. They are responsible for the efficient management of CxU's portfolio of existing grants, including maintaining appropriate documentation and records, and liaison with key stakeholders. They are expected to review grant proposals, and submit applications to funding bodies providing long-term financial support for CxU.</p>
Responsibilities	<ul style="list-style-type: none"> • Establish current financial standing and budget for CxU conference, in collaboration with the UHAD Treasurer. • Budget for speaker reimbursements, catering, equipment, venue hire and internal reimbursements. • Advise, approve, and reimburse conference purchases. • Keep accurate records of movement of money and provide updates to the co-convenors. • Develop the grant prospectus in conjunction with the co-convenors. • Secure financial opportunities from a range of sources and fields, including universities and external organisations/businesses. • Explore options to enrich the experience of delegates and speakers. • Ensure that all sponsors reflect the ethical principles of CxU.
Time commitment	<p>1-2 hours/week, increasing in the weeks before the conference.</p>

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<p>Required skills & experience</p>	<p>Essential:</p> <ul style="list-style-type: none"> • Current student at any Victorian tertiary institution. • Excellent communication and presentation skills. • Competent in Microsoft Excel. • High-level organisational skills and good attention to detail. • Prompt and effective use of email. • Professional written communication skills to complete grant proposals. • Proactive in seeking new avenues of funding. • Highly organised, able to multi-task and deliver to grant deadlines. <p>Desirable:</p> <ul style="list-style-type: none"> • Demonstrated experience in treasury and/or studying accounting or finance. • Demonstrated experience in managing and/or fundraising for similar events.
<p>People to liaise with</p>	<ul style="list-style-type: none"> • Co-convenors. • Other teams, notably Sponsorships and Logistics.

 **APPLY NOW!**

We look forward to welcoming you to
the team!

Google Form link:
[https://forms.gle/MaSwsywaHb2baLcx
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