

● **CONVENOR RECRUITMENT**

POSITION DESCRIPTIONS 2024

Change X Unzipped - Convenor 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.
2. Complete the Google Form application: <https://forms.gle/MaSswyaHb2baLcx9>
3. Shortlisted candidates will be invited to a Zoom interview commencing soon after.
4. Convenors are expected to make a commitment to the organisation between February and October. Please take this into consideration when applying.

Co-Convenor (x3)

One each from: University of Melbourne, Monash University, Deakin University

Purpose	<p>For a unique, exciting and inspiring program which aligns with the conference values and vision, the three co-convenors will work together to ensure the smooth planning and execution of the conference.</p> <p>The convening team is responsible for coordinating all aspects of the Conference, ensuring that portfolios work together in a productive and timely manner. This includes 2024 committee recruitment, logistics, sponsorship, promotions, the two-day academic program and social event.</p> <p>This is an extensive yet rewarding leadership role and will grant successful applicants with the responsibility and experience of managing the 2024 committee members consisting of over 25 students across multiple universities.</p>
Responsibilities	<ul style="list-style-type: none"> • Establishing the broad vision, budget and timeline for CxU 2024. • Arranging key logistics for the conference, including dates, themes and venues. • Creating and executing a recruitment campaign for 2024 Committee. • Setting the vision, timeline and goals of the portfolios, then overseeing their respective work, including: <ul style="list-style-type: none"> • Academics team developing the academic program • Sponsorship team negotiating sponsorship agreements to fund the conference • Treasury and finance management in conjunction with Universal Health at Deakin (UHAD) • Marketing team in promotion and maintenance of the website and social media platforms • Social team in the organisation of the social event • Coordination monthly meetings for the whole committee, fostering a culture of respect, support and healthy wellbeing of the entire committee • Maintain liaison between different portfolios and approve final decisions • Communicate with external stakeholders, including but not limited to club partners, university staff, caterers, speakers, and community organisations
Time commitment	3-5 hours/week.

<p>Required skills & experience</p>	<p>Essential requirements:</p> <ul style="list-style-type: none"> • Current student, in any study discipline, of either Deakin, Melbourne or Monash Universities <ul style="list-style-type: none"> ◦ NB: You must also be continuing studies at your respective university into 2024. • Passion for, and interest in, global health • Strong vision and goals for the conference • Professionalism, commitment and dedication to CxU • High-level organisational skills and proven leadership skills • Excellent communicator and proactive work ethic <p>Highly desirable, but not essential:</p> <ul style="list-style-type: none"> • Demonstrated experience working in similar events • Previous experience as a CxU committee or delegate
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NB: The following schematic roughly describes the organisational structure of Change x Unzipped in 2023. It is not rigid and has been subject to change depending on Co-convenor preferences and expertise, as well as executive committee recruited.

ChangeXUnzipped Committee 2023 - Organogram

**DEAKIN CONVENOR:
KEVIN WANG**

**MELBOURNE CONVENOR:
BILAN ISMAIL**

**MONASH CONVENOR:
FATIMA MOZAFFARI**

**MONASH CONVENOR:
SHAMSU ZUHA**

Logistics (Melbourne)

Marketing &
Communications

Treasury/Grants

Academics

Logistics (Geelong)

Socials

Sponsorships

