

CAMPUS ENGAGEMENT ADMINISTRATOR

Location: Acton, Canberra

Reports To: Sports Manager – Clubs and Athletes



About Us:

ANU Sport is an independent incorporated association that delivers sport, fitness and recreation services and opportunities to the ANU Community. ANU Sport is an Australian University Sport (AUS) member institution, and the ANU is a member of the Group of 8, Australia's 8 leading universities.

We exist to facilitate connections within the campus community through health, well-being and sport. Our aim is to enhance and grow the opportunities for students and the ANU community to engage in sport, fitness, and recreation, promoting well-being and balanced lifestyles. ANU Sport is responsible for the operation and management of the ANU Sport Fitness Centre and all ANU Sport facilities, along with supporting over 30 sport and recreation clubs and delivering social and competitive sporting programs.

About the role:

The Campus Engagement Administrator is a critical role within the team at ANU Sport, responsible for driving engagement to ANU Sport through outreach programs and services within the university community. The focus of this is outreach within the community is to enhance the University experience through sport, wellbeing and recreation programs.

As the custodians of sport and wellbeing on campus, ANU Sport is responsible for providing a diverse range of sport and wellbeing programs aimed at meeting the needs of the entire campus community. This role is central to the organisation and delivery of student sport on campus. The programs within the Campus Engagement portfolio include, but are not limited to, Social Sport, the Interhall Sport Shield, Short Course hosted by Affiliated Clubs, External Contractors and / or the Fitness Centre, campus wide pop-up activations, and the ANU Sport Diversity and Inclusion plan. This role is responsible for the planning and implementation of these programs each semester, in addition to providing bespoke programs to stakeholders, including Academic and Residential Colleges, ANU Central Services and Corporate Clients.

University sport is a dynamic and fast-growing sector. The place of university sport in the broader Australian sporting landscape is quickly growing, and UniSport Australia is undergoing exciting change to help facilitate the delivery of high quality and competitive sporting offerings and opportunities for students. Building relationships with the residential halls, academic colleges and faculties will be a key focus.

Key responsibilities include:

- Develop annual calendar of programs and events of all campus outreach, student engagement and corporate programs in accordance with operational plans.
- Coordinate the stakeholder relationships, marketing, and delivery of the campus, corporate and community engagement health and wellbeing programs on campus.

- Coordinate the planning of all elements of the social sport program and Interhall Sport Shield including selection of sports, competition management, facility bookings, equipment and other duties as required.
- Lead the operational delivery of all campus outreach, student engagement and corporate programs.
- Lead the delivery of the Interhall Sport Shield competition, Social Sport, Short Course and Campus Engagement activations.
- Assist the Sport Manager to delegate tasks to the Student Sport Officers supporting program delivery of campus sport and programs.
- Liaise with the residential hall Sports Coordinators, Heads of Hall, and the ANU Residential Experience Division to facilitate the operational delivery of Interhall Sport, including providing guidance related to governance structures, budgeting and financial management.
- Support the Sport Manager in developing and implementing initiatives to enhance diversity, equity and inclusion in ANU Sport.
- Regular reporting to Management.
- Other duties as directed.

About you:

Our ideal candidate is high energy and passionate about sport, physical activity and community engagement. You are someone who wants to work with good people and make a difference. You have experience in developing and delivering programs and are good at building successful, professional relationships. You have a desire to bring that experience to a new challenge.

Mandatory

- Proven knowledge of governance structures and financial management.
- Experience in developing and implementing development programs and services.
- Proven ability to develop and implement policies and operating procedures.
- Experience using Microsoft 365 and Google-Suite and proven ability to learn new software systems.
- Proven capacity to manage multiple responsibilities
- Excellent written and verbal communication skills
- Willingness to learn, show initiative and exercise judgement
- Ability to build relationships, develop strategic partnerships and work effectively with a diverse range of stakeholders

Desirable

- Success in developing business opportunities
- Experience working within a University or Club Association environment

Our Culture

At ANU Sport we have a strong focus on bringing out the best in people, both our students and our staff. This is reflected in our commitment to professional development and a core belief that supporting staff to grow in their role benefits the entire organisation.

We pride ourselves on our culture that values ***integrity, community, passion***, and being ***innovative***. Through these values and agreed behaviours, we strive to be a high-performing team focused on we deliver the best student sport and recreation experience for the University community.

How to Apply

To apply, please submit your resume with relevant experience and a cover letter of no more than two pages addressing the key responsibilities of the role either via the online portal or directly to jobs@anu-sport.com.au. Applications close at 9am Monday 19 October 2026.