

## 2024 Indigenous Nationals

# Team Liaison Volunteer

The University of Wollongong and UniSupport Australia are seeking Team Liaison volunteers to be part of the 2024 Indigenous Nationals taking place in Wollongong from 23-27 June 2024. Team Liaisons play a vital role in enhancing effective communication and fostering positive relationships with participating university teams both in the lead-up and during the event.

### Your key tasks and responsibilities will involve:

- **Primary Point of Contact:** Serve as the foremost liaison for inquiries related to the Event, our University and the local area, efficiently fielding questions from within our organisation and ensuring they are directed to the appropriate contacts at UOW. Actively manage this exchange to facilitate prompt and accurate responses, furthering the understanding and collaboration between both parties.
- **Communication Facilitation:** Act as the central communication hub, ensuring clarity and timeliness in the exchange of information. This includes distributing pertinent information and updates to enhance understanding and cooperation.
- **Relationship Building:** Develop and nurture a positive, collaborative relationship with your assigned university team to ensure they receive all information and resources.

### We are looking for someone who has:

- Excellent communication skills
- Ability to work as part of a team
- Enthusiastic and motivated approach
- Well-developed customer service and problem-solving skills
- Community insight and knowledge of the area

### Volunteer Recognition & Benefits:

- Catering – complimentary meals and refreshments
- The experience of volunteering at an amazing event
- Training including orientation, role specific training and associated training resources
- Official volunteer uniform and accreditation
- Behind-the-scenes experiences at event
- Access to Event special events including the Opening, Cultural and Closing ceremonies
- Access to free parking on-site
- Volunteer certificate
- Reference letter as required

**Time Commitment:** Half day or full day opportunities across the duration of the event