



**VOLUNTEER POSITION
DETAILS**

Position title	BUDDY TEAM LEADER
Faculty / Office	STUDENT ENGAGEMENT, INCLUSION AND BELONGING
Reporting to	STUDENT ACTIVATORS STUDENT ENGAGEMENT, INCLUSION AND BELONGING
Department / Team	MACQUARIE UNIVERSITY BUDDIES
Program Criteria	1. Have completed the Buddy Program OR Peer Mentor Program as a Buddy OR Peer Mentor before Session 1 2026 2. Plan to enrol in at least one unit for Session 1 2026 at Macquarie University 3. You will be required to undertake 15 hours training and volunteer at least 40 hours over the session including Kickstart, facilitation of Buddy Peer Support and Buddy Social Events 4. You must acknowledge and abide by the Student Code of Conduct in all matters, on and off Campus. Buddy Team Leaders also need to complete additional compliance requirements: 'Recognising and Responding to Disclosures of Sexual Misconduct' Training.

1. POSITION PURPOSE

The Buddy Program is a peer support network designed to help students transition smoothly into university life. It provides ongoing social connection and guidance through peer relationships and a range of on- and off-campus activities. Buddies also assist students in settling into life at Macquarie University, Sydney, and Australia, and in navigating the various supports and services available.

Buddy Team Leaders are expected to be actively involved in the program for the full session and to attend all in-person events, including training sessions, day trips, and on-campus activities. Each Buddy Team Leader is required to complete a minimum of 40 hours of program-related activity per session, excluding training hours.

2. HOW WILL THIS PROGRAM BENEFIT YOU?

By becoming a Team Leader, you will develop transferable skills such as leadership, cultural sensitivity and communication skills to facilitate Buddy and student interactions. As a Team Leader, you will bring expertise from your experience as a Buddy OR Mentor and use that knowledge to guide your small team of Buddies and assist with their development in the program. These skills will prove useful for the remainder of your time at Macquarie and throughout your career. Upon completion of the program requirements the Team Leader will receive:

- Certificate of Service to recognise their contribution to the Macquarie community
- Macquarie University Microcredential
- Employability Skills and Referee support for future Job Applications (within 6 months of completing the program)
- Official co-curricular recognition on [AHEGS](#)

3. WHAT WILL YOU NEED TO DO?

- Represent Macquarie University Buddy Program at official Macquarie University events
- Contribute to the development of engaging peer initiatives such as social events, workshops, networking sessions, development and upskilling opportunities
- Assist the Student Engagement Team with developing and facilitating the in-person Buddy training sessions
- Contribute to Kickstart, with particular focus on: Onboarding, orientation and transition periods (Kickstart + Weeks 1-4 of Session) AND;
- Contribute to in Session Social periods with a particular focus: Social integration and personal development (Weeks 5-13 of Session)
- Provide feedback about the program and other university services as required.

4. WHAT WILL HELP YOU SUCCEED IN THIS VOLUNTEER ROLE?

- Effective verbal and written communication
- Ability to present to large audiences online and face-to-face
- Ability to work as part of team
- Ability to facilitate small group sessions online and face-to-face
- Strong organisational skills and time management
- Ability to think creatively, proactively and generate new ideas
- Uphold confidentiality and maintain professionalism
- Enjoy multitasking and projects/events
- Reliable, punctual and deadline driven
- Positive attitude and inspires others
- Solution-orientated and able to set goals, with the initiative to achieve them
- Passion for creating an energetic, enthusiastic and vibrant environment
- Interest in volunteering and helping others in the community
- Student Engagement, Inclusion and Belonging will provide comprehensive training and guidance to help you succeed in your volunteer role.

5. ACTIVITIES AND TIMELINES

The table below is a guide of the proposed dates and activities. These may be subject to change in response to business demands.

ACTIVITY	DESCRIPTION	PROPOSED DATES
APPLICATION DATES	Online application dates.	Open: 22 October 2025 Close: 9 November 2025
INTERVIEW WEEK	One-on-one Interview/Video recording – Information will be distributed to those progressing to the next stage of recruitment.	1 - 5 December 2025
TRAINING DATES	Team Leaders will participate in self-paced as well as in-person training to learn about their role.	2 - 6 February 2026
KICKSTART	Active involvement and support of the onboarding programs and events for new students during Kickstart. Assisting with events during the first weeks, such as Campus Tours and off-Campus Buddy Social Events.	16 - 24 February 2026
FORMAL TEAM LEADER/BUDDY RELATIONSHIP	Team Leaders will be responsible for guiding and supporting Buddies through the program as an escalation point. This is done through group messages and supervision at Buddy Social Events.	Weeks 1 – 13
MQ Buddy Peer Support	Buddy Peer Support occurs in the first 4 weeks of Session. Team Leaders support Buddies who supply a one-to-one peer support model via the Macquarie University Mentor Network (Peoplegrove), which includes weekly templates and timely updates.	Weeks 1 - 4
Community Peer Support	Community Peer Support occurs after the first 4 weeks of Session. Team Leaders support Buddies to deliver events that encourage students to find support among peers in the wider community.	Weeks 5 - 13