



Position Description – Senior Coordinator - Entrepreneurship Programs

Position Details

Position Title:	Senior Coordinator - Entrepreneurship Programs	
College/Portfolio:	Policy, Strategy and Impact	School/Group: RMIT Activator
Campus Location:	Primarily based at the city campus, and the potential to work across other RMIT campuses as required.	
Classification:	HEW 7	
Employment Type:	FTE 1.0	
Fixed Term Reason:	Replacement Employee	
Reporting Line:	Activator Director	
No. of Direct reports:	0	

RMIT University

RMIT is a global university of technology, design and enterprise, committed to creating transformative experiences for students and making a meaningful impact through research, innovation, and engagement. For more information on RMIT University follow the links below.

<https://www.rmit.edu.au/about>

<https://www.universitiesaustralia.edu.au/university/rmit-university/>

<https://www.rmit.edu.au/about/facts-figures>

Our campuses in Melbourne (City, Brunswick, Bundoora, and Point Cook) are complemented by international campuses in Vietnam and a centre in Barcelona, Spain. We proudly acknowledge the Woi Wurrung and Boon Wurrung peoples of the eastern Kulin Nation on whose unceded lands our campuses are located.

We are deeply committed to reconciliation and Indigenous self-determination, embedding these values throughout our policies, culture and structures.

<https://www.rmit.edu.au/about/our-locations-and-facilities>

Why Join RMIT?

Our people are at the heart of everything we do. At RMIT, we value innovation, collaboration and impact. Our values are the heart (durrung) of who we are and what we stand for at RMIT. They guide what we do, how we make decisions, and how we treat each other.



Inclusion Imagination Integrity Courage Passion Impact

Learn more about our values: <https://www.rmit.edu.au/about/our-strategy/values>

Organisational Accountabilities

RMIT is committed to the safety, wellbeing, and inclusion of all staff and students. As a staff member, you are expected to comply with all relevant legislation and RMIT policies, including those related to: Equal opportunity, Occupational health and safety, Privacy and trade practices & Child safety standards:

Appointees are responsible for completing all required training and ensuring that they and their team members remain up to date on relevant compliance obligations.

Staff are expected to understand and support RMIT's child safe practices as part of their professional responsibilities. More about our child safety commitment: <https://www.rmit.edu.au/about/our-locations-and-facilities/facilities/safety-security/child-safety>.

Leadership at RMIT

At RMIT, leadership is not defined by position or hierarchy—it is a shared responsibility demonstrated by all staff, regardless of role or title. Leadership is grounded in our six core values, which guide and shape how we work together, make decisions, and create impact.

Effective leadership means consistently integrating these values into everyday actions and interactions, whether influencing a project outcome, supporting a colleague, or leading a team. All staff are expected to embody the principles of the *Be-Know-Do* Leadership Model:

Be – We are open and authentic, inclusive and empowering. We are purpose driven role models and communicators.

Know – We are self-aware, and understand our stakeholders, our sector and priorities.

Do – We set clear direction and expectations, we develop ourselves and others and promote mutual accountability to deliver results.

At every level, leadership at RMIT is about influence, contribution, and mindset. It is reflected in how we empower others, foster collaboration, and drive positive change through capability-building and alignment to strategic goals.

Policy, Strategy and Impact Portfolio

The Policy, Strategy and Impact (PSI) Portfolio pursues impact and growth for priorities identified in Knowledge with Action: RMIT's Strategy to 2031. PSI works to advance the implementation of key activities, partnerships and investments through strategy development, Indigenous engagement, innovative partnerships, precincts and location strategies, public policy and capability development.

PSI includes diverse teams such as the Innovation Catalyst, Office of the Vice-Chancellor, the Ngarara Willim Centre, the Australian APEC Study Centre, RMIT Activator, Strategy team and the Health Transformation Lab. The portfolio works as a network of collaborative and inclusive teams, working to develop and extend an 'impact ecosystem' to achieve outcomes across the whole of RMIT and beyond.

RMIT Activator

RMIT Activator activates knowledge and generates impact through entrepreneurship. Our mission is to empower founders, ventures and communities to deliver global impact, at scale, ensuring sustainability of people and planet into the future. This is achieved through a suite of entrepreneurial skills and venture support programs and services and large-scale impact projects and partnerships.

Position Summary

Purpose

The Senior Coordinator - Entrepreneurship Programs at RMIT Activator is a dynamic role focused on leading entrepreneurial programs and initiatives within the impact innovation ecosystem. The position requires sector knowledge, innovative program design and strong partnership-building skills to deliver high-quality, funded projects.

Key responsibilities include leading project delivery, contributing to grant and funding activity, and facilitating programs for founders, researchers and partners. The role works closely with internal and external stakeholders to ensure programs are delivered effectively and aligned with funder, community and organisational objectives. This position offers the opportunity to make a meaningful contribution to sustainable development outcomes through entrepreneurship-led initiatives.

Key Accountabilities

The Senior Coordinator - Entrepreneurship Programs is a key role within the RMIT Activator team, responsible for initiating, developing, facilitating and leading entrepreneurial programs and content for impact funders, startups and partners across the impact innovation ecosystem. The role requires a strong understanding of impact-driven innovation and the ability to deliver engaging, high-quality learning experiences for founders and stakeholders.

The Senior Coordinator - Entrepreneurship Programs works closely with colleagues across RMIT Activator, cross-university collaborators, subject-matter experts, and government and industry partners to lead the development and delivery of selected grant-funded and tendered programs. Specifically, the role will:

1. **Lead project delivery through facilitation and evaluation**
Lead the delivery of funded projects through high-quality facilitation, support continuous improvement in facilitation practice across the program team, and contribute to evaluation and learning to strengthen outcomes across RMIT Activator programs.
2. **Lead the development and delivery of selected tenders and grants**
For tenders and grant opportunities agreed by RMIT Activator to proceed, lead the coordination, development and delivery of submissions, working with internal and external partners to ensure proposals are competitive, compliant and aligned with RMIT Activator objectives.
3. **Embed innovation into program design**
Incorporate global and local best practice into program design, adapting proven methodologies and innovations to the specific needs of RMIT Activator programs delivering scalable social, environmental or economic impact.
4. **Run funded programs post-award**
Act as the day-to-day lead for awarded tenders and grants, managing delivery planning, partner coordination, facilitation, reporting and milestone requirements in line with funder expectations.
5. **Build and maintain relevant partnerships and internal networks**
Develop and maintain strong external partnerships and internal RMIT networks aligned to RMIT Activator's value proposition, including funders, delivery partners, mentors, judges and specialist contributors.
6. **Collaborate across RMIT to deliver funded outcomes**
Work collaboratively with colleagues across RMIT to draw on relevant expertise in research, policy, education and innovation to support successful tender responses and high-quality program delivery

Key Selection Criteria

1. Demonstrated experience (typically 5+ years) delivering entrepreneurship, innovation or impact-focused programs, with the ability to design and facilitate engaging learning experiences for founders or innovators.

2. Proven experience leading the delivery of grant-funded or partner-funded projects, including contributing to funding proposals and managing projects against agreed milestones, budgets and reporting requirements.
3. Strong facilitation skills, with experience running workshops, programs or selection processes and applying evaluation and continuous improvement practices.
4. Ability to integrate global and local best practice into program design and delivery, adapting approaches to suit diverse cohorts and impact objectives.
5. Well-developed communication skills, with demonstrated ability to collaborate effectively with internal university partners and external stakeholders.
6. Knowledge of impact frameworks, including the Sustainable Development Goals (SDGs), and experience measuring and communicating social, environmental or economic impact.
7. Experience working in or alongside academic or research-based environments, particularly in program delivery, innovation or research translation contexts.

Qualifications

A relevant tertiary qualification with subsequent relevant experience or an equivalent combination of relevant experience, education or training

Working with Children Check

Appointment to this position is subject to holding a valid Victorian Working with Children Check and other checks as required by the specific role. Maintaining a valid Working With Children Check is a condition of employment at RMIT.