

EVENTS AND COMMUNITY ENGAGEMENT COORDINATOR

POSITION DESCRIPTION

REPORTS TO	Director of Marketing, Communications and Community Relations
DIRECT REPORTS	NA
KEY RELATIONSHIPS	Executive Team Operations Team IT Team Communications and Marketing Staff Admin and Support Staff Key stakeholders of the School Community
PURPOSE	The purpose of this role is to ensure the seamless planning, organisation and execution of specified school events, in line with the School's values and brand position.
ENVIRONMENT	This is a full-time permanent position. Hours of work will be Monday to Friday 8am to 4.06pm, however, flexibility is required as some work outside normal hours may be necessary to support school events. This position is inclusive of 6 weeks annual leave.

KEY AREAS OF RESPONSIBILITY

Event Management

- Plan, organise and coordinate the following school events:
 - All school events for parents or community members that include an element of catering
 - All alumni or LHOGA-related events
 - All Foundation-related events
 - PFA on-campus events
 - Staff Day(s) catering
 - On-campus professional learning conferences or meetings
 - Senior School and Junior School Learning Conferences
 - All events hosted by the Principal
 - Whole staff special events (including end of term celebrations)
 - Other special events as directed by the Principal.
- In relation to these events:
 - Manage event logistics including venues, catering, IT, equipment and set/up pack-down requirements, to ensure events run smoothly
 - Attend events
 - Source and confirm quotes with external event service providers.
 - Provide event coordination expertise to stakeholders in a timely manner
 - Compile and communicate all requirements for events to the event owner or staff responsible for event
 - Oversee signage and school branding at events.

- Manage Trybooking event management system and RSVP's
- Manage Consent2Go set up where applicable
- Provide detailed run sheets for event timings to relevant event owner.
- Perform detailed evaluations after each event keeping accurate records including photos, timing and details of the events for future reference
- Provide post event analysis to the Executive Team and Director of Marketing, Communications and Community Engagement, including budget costs per event
- Work with the School Leadership Team and Community Engagement Team to ensure delivery of high standard of events in line with School values and branding.
- Provide cover for Mansion Reception breaks
- Other duties as directed

VALUES AND BEHAVIOURS

Category	Expected behaviours
Values	Demonstrates personal integrity and strong work ethic Behaviour demonstrates a team approach Is open to new ideas and opportunities
Communication	Communicates effectively, especially with adults
School standards	Always focused on the needs of the School Always respectful of others Adds value to the team and the School Complies with all school policies
Business outcomes	Looks ahead and anticipates new directions Understands how teams work and utilises the skills of team members
Productivity	Self driven and displays personal effectiveness Manages stressful situations well Displays sound problem solving and decision making skills Possesses technical skills required to be proficient in the role Shows critical reflection on own work
Continuous improvement	Reviews performance data to identify areas for improvement Considers the bigger picture when thinking about a problem Understands and adjusts to change
Planning	Demonstrates organisational skills Develops project plans with clear process and outcome



TECHNICAL KNOWLEDGE AND JOB SPECIFIC SKILLS

- Understanding of the Lowther Hall context
- Proven record of managing events, preferably in an educational setting
- Proficiency in event management software and RSVP platforms
- Proficiency in Microsoft Applications
- Proven experience in managing complex administrative tasks
- A current and appropriate WWC registration
- An understanding of child safe standards
- Current Level 2 First Aid and CPR Certificate – with a commitment to on-going training
- Current National Criminal History Record Check
- Current anaphylaxis management qualification
- Current asthma management qualification

PERSONAL ATTRIBUTES

- Sound judgement with regards to people and situations
- Willingness to support the school values
- Organisation and attention to detail
- Time management and prioritising ability
- Initiative and resourcefulness
- Outcomes focus
- Team orientation
- Kind, friendly and supportive to parents, staff and students
- Decision making within level of authority
- Flexibility and 'can do' attitude

