

EVENTS COORDINATOR



POSITION HOLDER:	Vacant
SECTION:	Community Engagement
POSITION REPORTS TO:	Director of Community Engagement
REPORTS TO POSITION:	Nil
CLASSIFICATION:	Level 5, The Friends' School (General Staff) Enterprise Agreement 2018
STUDENT CARE:	No
HOURS :	24.5 hours per week

P U R P O S E

The Events Coordinator is responsible for coordinating The Friends' School events that underpin its community engagement activities and objectives. The role works hand in hand with the Development team to foster warm relationships with Friends' alumni through assistance provided for its events program. This includes regular year group reunions of alumni, welcoming and networking events for parents, fundraising events, and a range of functions that support and enhance community relations. Large, special staff and student event planning, will be part of the duties.

The position also has responsibility for coordinating communications and appropriate recognition to the School's volunteer community.

P R I M A R Y D U T I E S

- Deliver a schedule of events that meet community and School engagement objectives and expectations including:
 - Alumni events and reunions
 - Various new Parent Welcome and Introduction to the School events
 - Special events including milestone events, Grandparents' Day, Fathers' Day and Mothers' Day
 - Various small and medium size fundraising events
 - Assist with operational or catering requirements for special teaching or learning events or activities
 - Functions to celebrate special events, such as concerts or art exhibitions
 - Other school events that may occur, including whole-of-school events
- Build successful relationships with multiple stakeholders including external suppliers, Heads of Schools, Venue Managers, Friends' School Facilities Managers, the Risk and Compliance Manager, the Community Engagement team and volunteers.

- Liaise, coordinate and oversee stakeholders to ensure the smooth delivery of events, including active engagement with volunteers.
- Complete event risk assessment requirements in consultation with the School's Risk and Compliance Manager.
- Create and project manage event run sheets, which are communicated and shared with relevant stakeholders.
- Work with Community Engagement colleagues, to manage and update relevant event databases with current and attendance information.
- Work with the Marketing and Communication Coordinator to create event invitations, information and marketing initiatives.
- Manage event RSVPs, including encouraging attendees to promote the event to their networks.
- Attend events and oversee their operations, including those taking place after hours and on weekends.
- Assist the Development Manager and Community Engagement Coordinator to source alumni updates and content for school publications while at events.
- Follow up events with appropriate correspondence, including feedback information.
- Coordinate booking of school venues from external enquiries, including showing prospective external hirers through the venue, coordination of payments, insurances, and liaison with relevant school personnel.
- Provide Main Reception support and coverage of breaks and longer periods as required.
- Undertake other duties in line with qualification, skills and level of the role.

DELEGATIONS

- Nil

KEY RELATIONSHIPS

- Director of Community Engagement and the Community Engagement team
- The Friends' Alumni Representatives and alumni community
- Parents Groups and support networks
- Risk and Compliance Manager
- The Farrall Centre Manager
- Walker House and School Catering Manager
- Heads of Schools and Heads of Faculty
- External and internal event stakeholders

SELECTION CRITERIA

1. Demonstrated event or project management skills, with strong organisational skills and proven attention to detail, ensuring smooth coordination of events and activities.
2. Excellent written and verbal communication skills with proven ability to manage relationships with numerous stakeholders, including negotiating with suppliers where necessary.
3. Experience in creative event coordination and a demonstrated ability to incorporate flair and aesthetics within a budget.
4. Highly motivated to work as a contributing member of a small team, including willingness to be flexible regarding availability for work outside business hours.
5. Demonstrated high level of computer literacy, using standard software packages for word processing, spreadsheets, database management and email. Experience with or the ability to learn skills in using basic graphic design software would be well regarded.
6. A current driver's licence is required with qualifications relevant to the role highly desirable.
7. The ability to work safely in a school environment and be fit to carry out the duties of the position.
8. Be at ease with Quaker values and the ethos of The Friends' School.

CONDITIONS OF EMPLOYMENT

- A salary will be paid according to qualifications and experience at rates stated in *The Friends' School (General Staff) Enterprise Agreement 2018*.
- General conditions of employment will be in accord with *The Friends' School (General Staff) Enterprise Agreement 2018* and *The Friends' School Staff Code of Conduct*.
- Provision is made for Long Service Leave in accordance with the *Long Service Leave Act 1976*, with the exception that employees are entitled to Long Service Leave after 10 years of service.
- This position has an after-hours component. The incumbent will be required to attend events outside of regular hours.
- In accordance with Australian Government legislation, employees are entitled to elect the complying superannuation fund into which their 10% employer superannuation contributions will be paid. However, the School offers staff appointed to permanent positions an employee superannuation plan that provides a range of employer funded benefits to participating employees, including 11% employer contributions.
- Employees of The Friends' School will respect and comply with the Staff Code of Conduct.
- All appointments are made subject to the provision of a satisfactory National Police Record Check. Any offer of appointment will become void should the Police Record Check present any concerns in respect to our Duty of Care to students and staff of the School. Current Working with Vulnerable People Registration (employment category) is also required.
- It is anticipated that staff will maintain the necessary level of fitness appropriate to fulfil the inherent duties of the position.
- In accordance with the Work Health and Safety Act 2012 (Tasmania), as an employee of The Friends' School you must:
 - take reasonable care for your own health and safety; and
 - take reasonable care that your acts or omissions do not adversely affect the health and safety of others; and
 - comply, so far as you are reasonably able, with any reasonable instruction that is given by the School; and
 - cooperate with any reasonable policy or procedure, safe work instruction relating to health or safety at the School that has been notified to staff.
- Fee concessions are available to assist staff in having their children educated at the School.
- No cost use of the gym and pool at Friends Health & Fitness.
- Corporate Health Insurance Plan through BUPA and St Lukes.
- The Friends' School is an equal opportunity employer.

C O N F I D E N T I A L I T Y

A school environment is one where you will have access to highly confidential information, therefore it is critical for the school to explicitly state the following:

Definition

Confidential Information includes, with the exception of information in the public domain, any information:

- disclosed to you by or on behalf of The Friends' School;
- which comes into your possession, or is generated by you, in the course of your employment, whether or not the information was originally supplied by The Friends' School;
- relating to the dealings, financial arrangements, transactions, general affairs, details of suppliers, staff members, agreements entered into with The Friends' School and the financial position of The Friends' School and other matters that do or may affect the financial position or reputation of The Friends' School; and
- relating to internal management of The Friends' School, the structure of The Friends' School businesses, The Friends' School personnel, policies, strategies, plans, or aspects of its future activities.

Your obligations

You are expected to:

- use Confidential Information solely for the purpose of performing your duties;
- take all reasonable precautions as may be necessary to maintain the confidentiality of Confidential Information;
- not remove any Confidential Information from the school's premises without its prior consent;
- not (except in the normal course of carrying out your duties) copy or duplicate any Confidential Information without the consent of The Friends' School and
- immediately notify The Friends' School of any suspected or actual unauthorised use, copying or disclosure of Confidential Information.

Signed acceptance of the above position description.

Name: Date:

Signature: