

# Position Description

## Events Coordinator



To work in a Loreto school is to be part of a vibrant tradition reaching back to 1609 when Mary Ward established the Institute of the Blessed Virgin Mary (IBVM).

The Loreto Schools of Australia Mission Statement (2010) embodies this vision:

*Loreto schools offer a Catholic education which liberates, empowers and motivates students to use their individual gifts with confidence, creativity and generosity in loving and responsible service.*

**Employment Type:** Full Time – Term Time plus 4 weeks

In reference to term time, this refers to the student weeks of attendance. The additional four (4) weeks will be worked as follows:

- Two (2) weeks prior to commencement of student's Term One
- Two (2) weeks following the end of Term Four

**Hours of Work:** Monday – Friday 8:00am – 4:06pm (includes 30min unpaid lunch break)

### Direct Reports & Relationships:

The Principal is the employing authority and delegates management of this position to the Director of Finance and Business Operations.

The Events Coordinator:

- works under the general direction of the Manager, Community & Partnerships
- is not responsible for the supervision of any other staff member

### Remuneration

The position is classified as Level 5 in the "School Officers" structure as set out in the Catholic Employing Authorities Single Enterprise Collective Agreement - Religious Institute Schools of Queensland.

### Position Overview

The Events Coordinator, under the guidance of the Manager, Community & Partnerships provides support and assistance for major community events.

### Key Selection Criteria

Staff at Loreto College are selected based on outstanding professional and personal qualities.

Expectations include:

- Demonstration of high standards of personal presentation, organisation, communication with staff, families, and other stakeholders, and in respecting the ethos and protocols of the College.
- Demonstrated customer focus attributes, including the ability to respond promptly and courteously to a diverse range of service needs.
- A commitment to the goals, ethos, vision, strategy, and Mission of the College as a Catholic School in the Loreto tradition.
- Adherence to the policies, procedures, and practices of Loreto College.
- Maintaining confidentiality and integrity in work-related matters at all times.
- Excellent time management skills, initiative and organisational ability including the ability to prioritise tasks to achieve set outcomes.
- Demonstrated knowledge of information technology, including advanced MS Office 365, databases, file management and other software platforms as appropriate.
- Compliance with and understanding of the College's Student Protection Policy & Processes.
- Current Positive Working with Children check is mandatory.



## Duties & Responsibilities

The duties of the position include:

- Working proactively and collaboratively to lead, plan and deliver a range of events using event management best practice including but not limited to: Year 12 Formal, Year 11 Semi-Formal, International Women's Day Breakfast, Open Day, Father's Day Breakfast, Loreto Ladies Long Lunch, Year 12 Mother Daughter Breakfast, Valedictory Ceremony, Seniors Commissioning Ceremony, Ceremony of Excellence and parent social events as organised by the Parents of Loreto Year Level Parent Representatives
- Liaise with the Manager, Community & Partnerships to ensure events are included in the College calendar
- Schedule and maintain the parent event calendar, making sure it aligns with existing College activities and events
- Work proactively and collaboratively with external providers, volunteers, staff and others involved in the planning and delivery of events to ensure all relevant stakeholders are aware of upcoming community events
- Coordinate event promotion via Vision 6, social media and the weekly newsletter etc in collaboration with the Communications Officer and Community Engagement Officer
- Support the College Leadership Team with consistent communication and messaging
- Liaise with the Communications Officer regarding the development and production of event invitations, event specific programs and other collateral as required
- Meet as required with key staff to plan and deliver high quality College events
- Understand the requirements for each event and ensuring planning is completed with attention to all financial and time constraints
- Establish standardised event procedures, templates and systems to streamline event planning and administration (ie run sheets, post event evaluations, event budgets) and liaise with staff to ensure these procedures are properly executed
- Oversee event checklists including completion by all relevant staff involved with the event
- Keep accurate records for each event
- Liaise with College Facilities staff to coordinate event setup, pack down (onsite or offsite), security, logistics and follow-ups as required
- Liaise with the Risk and Compliance Officer in the completion of risk assessments to mitigate health and safety risks within events
- Liaise with the Technology (IT) department to ensure all audio visual and other technical requirements are planned for each event
- Liaise with external suppliers including caterers, venues, and guest speakers
- Manage the event booking system (TryBooking) for ticketing, money collection, seating, RSVPs and other related activities
- Completion of final checks on the day of each event including table allocations, audio visual and technology matters to ensure everything meets standards
- Attend nominated College events, and/or liaise with other support staff in attendance
- Coordinate debriefs for each event with the relevant staff to evaluate each event's success and submission of reports to the Principal and Director of Finance and Business Operations
- Develop recommendations for the continuous improvement of events
- Other duties as requested by the Principal, Director of Finance and Business Operations and/or another CLT member

## Accountability & Extent of Authority

The Events Coordinator is accountable for:

- Providing courteous and accurate information to parents, students, staff, prospective parents, suppliers, and visitors to the College
- Promoting the College to external stakeholders
- Carrying out tasks in a friendly and accurate manner



## Compliance Responsibilities

All staff are required to comply with all policies, procedures, and requirements for:

### Student Protection

Student protection is everyone's responsibility. At Loreto College all persons undertaking work for or on behalf of the College, have a shared responsibility for contributing to the safety and protection of children. All persons are required to be familiar with the content of our Student Protection documents, including but not limited to Policies, Procedures, Codes of Conduct and Guidelines and their legal obligations with respect to the reporting of child abuse. It is each individual's responsibility to be aware of key risk indicators of child abuse, to be observant, and to raise any concerns they may have relating to child abuse. All individuals are required to fully participate in and understand the content of any training provided.

### Risk Management

Risk Management is the responsibility of all persons undertaking work for or on behalf of the College. Workers must comply with the risk management roles and responsibilities associated with their position and adhere to Loreto College's Risk Management Procedures.

### Work, Health and Safety

Actively participate in the promotion of a safe and healthy workplace by performing all tasks in accordance with safety instructions, adhering to responsibilities as outlined in the Workplace Health & Safety Policies, and proactively identifying and reporting all hazards, incidents, and injuries to managers.

### Code of Conduct and Dress Code

Comply with all Loreto College Code of conduct and dress code standards. It is expected that a professional standard of presentation will be maintained at all times.

## Skills & Knowledge

### Qualifications, Skills & Experience

- A valid Queensland Working with Children Check Positive Paid Employee Notice.
- Current First Aid Certificate.
- Working knowledge of MS Office suite, school administration software and related programs.
- A proven track record of organising successful events
- Excellent vendor management skills including communication and negotiation ability
- A proven ability to work collaboratively across teams and build strong relationships
- Previous experience in a similar type of position at similar organisations such as independent schools will be an advantage
- Familiarisation with event booking/registration software
- Strong written and verbal communication skills with a high degree of accuracy

### Personal Qualities

- Excellent people, communication, and leadership skills with dynamic work habits
- Solutions orientated and the ability to work autonomously and proactively while maintaining a high level of integrity, confidentiality, and diplomacy
- Ability to manage time and planning and to organise own work and that of others to achieve set and specific objectives in an efficient way and within resources available
- Outstanding organisational skills, planning, analytical and high order thinking capabilities.
- A flexible approach to work and being adept at prioritising, operating under pressure and managing multiple tasks to meet strict deadlines.
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- The highest level of loyalty and discretion, and the capacity to maintain the strictest levels of confidentiality.
- Personal sense of initiative, enthusiasm, and high energy.
- Outstanding attention to detail, commitment to customer service and ongoing improvement.
- A resourceful team member who can operate in a collaborative and inclusive environment.

### Acknowledgement

This document provides a summary of the role and duties of the position. As the occupant of this position, I have noted this statement of duties and agree to perform the duties indicated and observe all requirements of Loreto College's Policies and Procedures.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Manager Name: \_\_\_\_\_

Manager Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_