



Position Title:	Community Events Coordinator
Dated:	September 2021
Reports To:	Head of Alumni and Community Engagement
Prepared by:	Head of Human Resources

Position Purpose

The purpose of the Community Events Coordinator is to support the Head of Alumni and Community Engagement and to assist at the events organised by the Head of Foundation to build relationships with all stakeholders in the College and in the wider community.

They will be a support for the organisation of all community-based functions, communication with parents and co-ordination of all parent groups.

Position Status

This role is a permanent part-time position with hours averaged over a period of 12 months. Currently the Full Time Equivalent (FTE) proposed is 0.70, to be negotiated.

Due to the nature of the role the successful candidate will be required to work flexible hours to suit event times, some occurring in the evenings and on occasion weekends. Discussion of time in lieu for this work will be via negotiation with the Head of Human Resources and would usually be taken in term breaks.

The aim of ensuring the appropriate averaged hours are worked, is to prepare a term in advance. That is, working toward having a proposed timeline in place by the end of the previous school term.

Four weeks annual leave, plus College shut down days (usually four days per year) is expected to be taken within College deemed term breaks.

Reporting Relationships

In the first instance this position reports to the Head of Alumni and Community Engagement and then functionally to the Head of Human Resource.

Key Responsibilities

- Support the organisation of all community based functions including (but not limited to):
 - Community Day Fair;
 - Parent Functions (College Ball, Father's Day and Mother's Day functions – lunches, dinners);
 - Welcome Events (years 5,7,10, Junior School);
 - Thank You Events (year 12 parents, volunteers);
 - Jazz Dinner;
 - Bangladesh Dinner;
 - Valedictory Dinner;
 - Golf Challenge;
 - Sports Award Dinner;
 - Christmas Festival of Giving.
- Communication with the parent community including:
 - Information Nights

- Contributing to the weekly STL News – general articles and year level pages;
- Updating STL Link;
- Class Representatives (appointing and advising);
- Parent Groups; (including Book Club);
- Secondhand Uniform Sale;
- Parent Seminars, Career Events;
- Commemorative Clothing.
- Oversee organisational support for and liaison with 'Friends of' Groups regarding smooth running of activities occurring in school hours or on campus, for example:
 - Friends of Snow sports;
 - Friends of Sport;
 - Friends of Music;
 - Friends of Hart Theatre (including the refreshments);
 - International Friends;
 - Community Choir.
- Committees:
 - Uniform Committee
 - Calendar Committee
- Any other duties as determined appropriate.

Knowledge and Experience

- Demonstrated experience in community relations.
- Experience coordinating a broad range of functions.
- Understanding of the importance of branding and corporate image.
- Understanding of database management.
- Experience using publishing software, web based software, Synergetic and Wordpress would be advantageous.
- INdesign skills and Photoshop.
- Understanding of the communication strategy and ability to execute the strategy.

Skills and Attributes

- Proven relationship management and PR skills.
- Excellent networking and social skills, including the ability to effectively negotiate and liaise with a wide cross section of people.
- Strong oral and written communication skills.
- Problem solving skills.
- Outstanding proofreading and editing skills.
- Strong organisational skills with high attention to detail.
- Strong public speaking skills and experience presenting to community groups of all sizes.
- Ability to connect communities.
- Ability to prioritise work.
- Intermediate/ Advanced IT skills including proficiency in MS Excel, Outlook and Word.
- Ability and willingness to work evenings / weekends as required.

General Responsibilities

All staff are to be supportive of the St Leonard's College Mission Statement and to enhance the school's reputation as one which is a warm and caring environment, characterised by efficiency, professionalism and a willingness to meet the individual needs of those within its community.

It is a condition of employment that all staff provide an Employee Working with Children Check or VIT before their position will be confirmed. A Criminal Record check may also be requested in certain circumstances.

- The College:
 - is an equal opportunity employer
 - complies with the requirements of the Privacy Act
 - has a strong commitment to Health Safety and Wellbeing
 - will not tolerate harassment of any kind
- College Standards - all staff are expected to actively support the following standards:
 - Communication – effective, helpful and positive
 - Confidentiality – Protect the privacy and confidentiality of all personal information (staff/families/students)
 - Teamwork – work together as a team to achieve the best results. Share information and collaborate across all sections of the College; trust, respect and support
 - Accountability – we do our work with honesty, integrity and enthusiasm
 - Performance – we perform to the best of our ability
 - Initiative – looking for opportunities to improve the way we work; flexible, adaptable and efficient.

Child Safe Responsibilities

St Leonard's College is committed to the safety and wellbeing of our students.

The College has zero tolerance for child abuse and is committed to the protection of all children from all forms of child abuse. In this context, the College implements a comprehensive Child Safe Programme across the entire College community.

All staff are responsible for understanding and applying the College's Child Safe Policy including being compliant with the Child Safe Code of Conduct and being proactive in reporting any concerns or identified risk.

Where students are under staff care, there is an obligation to take all practical steps to protect students where a risk to students' safety has been identified.