

St John's Regional College is a Catholic Co-Educational College, with a proud Lasallian and Presentation Heritage and is governed by Melbourne Archdiocese Catholic Schools Ltd (MACS).

The College is committed to the safety, wellbeing and inclusion of all students. All employees are required to have a sound knowledge of Child Safety Standards, Policies and Procedures and must adhere to the Child Safety Code of Conduct.

All staff engaged in any capacity for MACS are required to acknowledge and accept that, in the performance of their duties and responsibilities, they act in accordance with the MACS Statement of Mission and the Code of Conduct.

## KEY RESPONSIBILITY AREAS AND DUTIES

### ROLE SUMMARY

The Events and Partnerships Officer is responsible for the planning, coordination and delivery of key College events, while fostering strong relationships with students, families, alumni and external partners.

This role plays a vital part in enhancing the College's community presence and experience through high-quality event delivery, meaningful stakeholder engagement and the development of funding opportunities, including grants and sponsorships.

Working collaboratively across the College, the Officer ensures events and engagement initiatives are delivered professionally and contribute to the College's strategic objectives.

### POSITION OBJECTIVES

- To support the successful planning and delivery of College events that strengthen community connection and showcase the College.
- To build and maintain positive relationships with key stakeholders, including families, alumni and external partners.
- To ensure the effective administration and coordination of excursions
- To identify and secure funding opportunities through grant applications and sponsorship partnerships.
- To ensure all events and activities are well-organised, compliant and aligned with College values and priorities.

### KEY RESPONSIBILITIES

#### Responsible to:

The Events and Partnerships Officer role is an Education Support Employee appointment responsible to the Business Manager.

#### Collaborates with:

The Events and Partnerships Officer involves collaboration with the College Leadership Team, Marketing Officer, Daily Organiser, Student Engagement Leaders, IT, Maintenance, Finance and other relevant College personnel regarding the effective functioning of College Events, Excursions and Partnerships.

## GENERAL DUTIES

### College Event Planning and Delivery

- Co-ordinate and deliver a range of College events, including but not limited to College Tours and Open Events, Information Evenings, College Masses, Meetings, Staff Events and Evenings, College Assemblies, Board Dinners, and Community (Alumni) Functions
- Manage event logistics including venues, communications, bookings and resources
- Liaise with the College Marketing and Community Engagement Officer to arrange appropriate promotional materials for events
- Support the co-ordination of Year 7 interviews and transition events
- Oversee excursion administration and co-ordination using the Consent2Go platform
- Maintain the College Calendar throughout the year
- Manage and co-ordinate the annual school photography process

### Alumni

- Build and strengthen the College's Alumni connections and engagement opportunities
- Improve communication between the College and past students, staff, families and members of the College community
- Maintain the management of the College Alumni database
- Co-ordinate Alumni events with the support of the College Hospitality team and other key internal stakeholders

### Partnerships, Grants and Sponsorships

- Identify and prepare grant applications to support College initiatives and programs
- Develop and manage relationships with sponsors and external partners
- Co-ordinate sponsorship opportunities aligned with College events and activities
- Maintain a register of funding opportunities, applications and outcomes

### The Events and Partnerships Officer may be required to complete some or a combination of the following tasks:

- Due to the nature of the role, on occasion, some duties will need to be performed at times other than during the day, including after-hours in the evenings and on weekends with time in lieu available.
- Support Student Services
- In addition to your daily duties you may be required to undertake other duties commensurate with your skills and experience that are assigned to you by the College Leadership Team from time to time.

## POSITION REQUIREMENTS

### Skills and Experience

- Experience in event management and general administration
- Demonstrated ability in utilising contemporary software applications, including but not limited to, Adobe Pro, and the Microsoft Office suite of applications including Outlook, Word, Excel, PowerPoint, and database package programs.
- Very well developed interpersonal, verbal, and written communication skills
- Ability to initiate, develop and maintain relationships with key stakeholders
- Proven ability to work autonomously and a demonstrated, well-developed ability in time management and organisational skills, including prioritisation and meeting deadlines in a fast-paced environment with competing demands.
- Strong attention to detail/compliance and a focus on taking action to close out tasks.
- Capacity to work collaboratively, sustain professional relationships and build an effective team culture

- Demonstrated problem solving and analytical skills

**Personal and professional conduct:**

- Demonstrate a commitment to the Catholic ethos, policies and practices of St John’s Regional College;
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships within the school community
- Have regard for the need to safeguard students’ well-being and respecting individual differences and diversity by following relevant statutory guidance along with MACS and College policies and procedures
- Professional and neat appearance
- Commitment to continuous improvement and efficiency with a pro-active attitude
- A personal sense of initiative, enthusiasm and a high level of energy
- Demonstrate a positive, can-do, go-the extra-mile attitude
- Ability to show empathy and act in a confidential and professional manner
- Attend relevant Professional Learning consistent with ARM and Annual Goals (including Education Support Employee Professional Learning under the direction of the Business Manager)
- Attend College events as required

**Working with others**

- Recognise and respect the role and contribution of other professionals, by liaising effectively and working in partnership with them
- Share knowledge to inform planning and decision making
- Work collaboratively with subject teachers and other colleagues, including visitors

**CONDITIONS**

Conditions are as per the Catholic Education Multi Employer Agreement 2022.

<b>Classification</b>	Education Support, Category C
<b>Employment Status</b>	Fixed Term
<b>Time Fraction</b>	<b>Part Time</b>
<b>Hours of Work</b>	<b>8am to 4.06pm</b>
<b>Leave</b>	7 weeks paid leave (to be taken during school holidays)
<b>Other Requirements</b>	Working With Children Check for Victoria National Police Record Check Level 2 First Aid (including asthma and anaphylaxis)

This statement of duties is not intended to be an exhaustive or exclusive list of duties assigned to the position. They are intended as a guide as to the responsibilities of the role. The position is subject to review and modification by the Principal (or nominee), in response to the evolving needs of the College, and experience and expertise of the appointee.

## OCCUPATIONAL HEALTH AND SAFETY

At St John's Regional College, we are committed to creating a safe and healthy workplace for everyone.

- All employees play an important role in upholding our Occupational Health and Safety (OHS) standards. We all share responsibility for maintaining a safe environment, and we ask that you:
- Look out for yourself and others by taking reasonable care in everything you do and avoid any actions that would put others at risk.
- Speak up by reporting any hazards, incidents, or near misses through our established procedures.
- Follow safety guidelines by adhering to our policies, procedures, and instructions.
- Work together by cooperating with any safety measures or initiatives

The complete Occupational Health and Safety College Policy may be viewed through accessing the College Policies via SEQTA and Teams

## CHILD SAFETY

St John's Regional College promotes the safety, wellbeing and inclusion of all children. We are a child safe employer committed to the welfare of young people in our protection.

All employees and volunteers will be required to comply with our Child Safety and Wellbeing Policy and our Child Safety Code of Conduct. This includes:

- Ensuring adherence to all child safety standards and mandatory reporting requirements
- Attending training to maintain compliance with all child safety legislation, standards and regulations
- Completing all mandatory reporting in a timely manner
- Escalating and reporting all matters related to student safety immediately
- Understanding and working diligently to deliver student duty of care responsibilities