



Role Description

Title:	School Officer: Events and Engagement Officer	Location:	Toowoomba
Reports to:	Principal	Classification:	School Officer Level 5
School:	St Mary's College	Tenure:	Permanent, Term Time

1. Purpose

The Events and Engagement Officer has the responsibility of supporting the College community in the efficient management and coordination of events as well as developing partnerships with new enrolments, current families and the Old Boys network.

The role provides independent and high level event management and engagement activities, including the completion and organisation of all associated administrative functions. In addition, the role will manage the timeline of events and coordinate promotional plans and material with the hosts and key stakeholders for upcoming events/functions to ensure events and activities are effectively communicated and organised. The role is also responsible for organising, building and developing systems to manage College archives.

2. Experience and qualifications

Essential

- empathy with the values and ethos of the Catholic faith.
- relevant tertiary qualification at Associate Diploma/Diploma level or equivalent qualifications in Public Relations, Marketing, Journalism, Events Management, Advertising, Corporate Management; and/or at least 3 years' experience in a similar role.
- demonstrated ability to build and maintain effective relationships, consult and negotiate with and communicate to internal and external stakeholders.
- advanced interpersonal and communication skills.
- high level organisational and project management skills with demonstrated ability to work collaboratively, establish priorities and meet competing deadlines.
- demonstrated experience working with the Microsoft suite of products, including Office 365
- Current 'working with children check' positive notice issued by Blue Card Services, Department of Justice and Attorney-General, or a willingness to or ability to obtain.

Desirable

- interest or experience in history and archives
- experience in events organisation

3. Key result areas

3.1 contribute to and promote the development, alignment attainment and review of the strategic plan goals for the Diocese of Toowoomba Catholic Schools (TCS).

3.2 continue to promote and develop partnerships with new enrolments, current families and Old Boys network through events and other marketing activities.

- 3.3 collaborate and communicate with key stakeholders and the members of the other directorates within TCS to ensure that high professional standards are met.
- 3.4 complete other duties that are directed as needs change or grow if the duties are consistent with the purpose of this position and any relevant legal and/or industrial obligations.

4. Statement of responsibility

While at work the role holder must

- take reasonable care for their own health and safety
- take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons
- comply, so far as the role holder is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with the Work Health and Safety Act
- cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.

5. Statement of duties

The information detailed above is an accurate reflection of this role. Attached to this role description is a duties statement that covers a selection of activities in which the incumbent might engage. The list is neither prescriptive nor exhaustive.

Duties statement

School Officer: Events and Engagement Officer Level 5

3.1 Contribute to and promote the development, alignment, attainment and review of strategic goals for the Diocese of Toowoomba Catholic Schools (TCS).

- contribute as a member of the College staff to achieve the strategies set out in the Sustainable Resourcing and Stewardship Strategy and the TCS Strategic Plan
- attend leadership development as appropriate
- document and report on the progress of initiatives in the Sustainable Resourcing and Stewardship Strategy and the TCS Strategic Plan as required

3.2 Continue to promote and develop partnerships with the new enrolments, current families and the Old Boys network through events and other marketing activities.

- build positive relationships based on respect and trust and a sense of a shared purpose
- organise and attend community events to effectively engage current parents, Old Boys and prospective families
- organise promotional material and post (via relevant platforms) publicity for College Old Boy run events.
- oversee the organisation of various annual and special events, such as fundraising functions, donor acknowledgement functions, and related events
- collaborate with the Public Relations Officer in relation to the design and distribution of brochures, flyers, invitations and programs as required
- develop a bursary program as supported by St Mary's Old Boys Association
- create and maintain links with the Old Boys e.g. address, emails, functions and business promotions
- establish collaborative and positive relationships with internal and external stakeholders to develop and deliver successful Philanthropy and Fundraising Initiatives
- provide professional Event Management – including the coordination of all activities associated with it
- provide leadership to the St Mary's Old Boys Foundation through expert and timely advice and support in the development of and reporting on the progress and/or outcomes of College marketing and communication activities
- build relationships with Old Boys to ensure the growth and sustainability of the College
- organise, build and develop systems for College Archives.
- respond to archive enquiries in a timely, professional and confidential manner.

3.3 Collaborate and communicate with key stakeholders and the members of other directorates within TCS to ensure that high professional standards are met

- Maintain highly functional and collaborative working relationships with colleagues by interacting effectively, contributing to discussions and seeking advice.
- Understand and accept the contributions of others in a multi-disciplinary and collaborative environment to provide a highly competent and seamless service to TCS.
- Establish and maintain effective communication networks with stakeholders.
- Work collaboratively with stakeholders.
- share information and ensure others are kept informed of issues relevant to their work
- treat people with courtesy and respect
- work closely with relevant staff to plan, manage and lead events and initiatives
- communicate appropriately with internal and external parties including school staff

3.4 Complete other duties that are directed as needs change or grow if the duties are consistent with the purpose of this position and any relevant legal and/or industrial obligations.

- duties may include the completion of project work that presents itself during the course of the operational and strategic review of the actions associated with the Sustainable Resourcing and Stewardship Strategy or other directorate strategies
- any direction issued by the employer shall be consistent with the employer's responsibilities to provide a safe and healthy work environment.