



## **EVENT AND COMMUNITY COORDINATOR MATERNITY LEAVE POSITION DESCRIPTION**

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**REPORTING TO:** Community Engagement & Development Manager

**CAMPUS:** Werribee & Melton

**TENURE:** 12 Months Fixed Term - Maternity Leave

### **INTRODUCTION:**

Heathdale Christian College is a co-educational, day school with campuses located in Werribee and Melton.

Staff will work and act in accordance with the Biblical principles and beliefs, as set out in the College Statement of Faith and Values. It is an inherent requirement that staff are supportive of and abide by the Christian foundations, Christian ethos and Christian practice of the College.

### **POSITION SUMMARY:**

The Event & Community Coordinator position is responsible for activities designed to build a sense of community within the College. This will engage all stakeholder groups within the community, thinking strategically about how College events contribute to the development of Heathdale's Christian culture, brand, partnerships and community.

### **KEY RELATIONSHIPS:**

- Community Engagement & Development Manager
- The Community Development Team
- Senior Leadership Team or their delegate
- College community (Students, Parents, and Alumni)

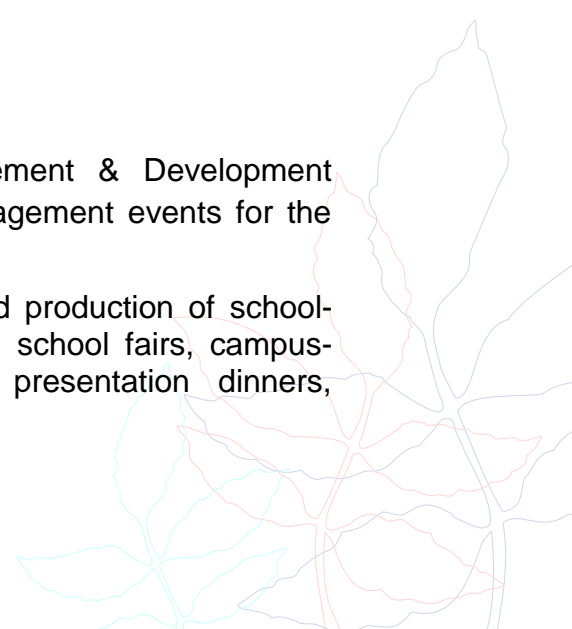
Refer to Attachment A for further information.

### **KEY RESPONSIBILITIES & DUTIES:**

#### **A. Key Tasks**

##### Events

- In conjunction with the Community Engagement & Development Manager, design and maintain a diary of engagement events for the College.
- Coordinate and deliver high-quality, end-to-end production of school-wide events, including significant celebrations, school fairs, campus-wide assemblies, end-of-year celebrations, presentation dinners, graduation ceremonies, staff events, and more.





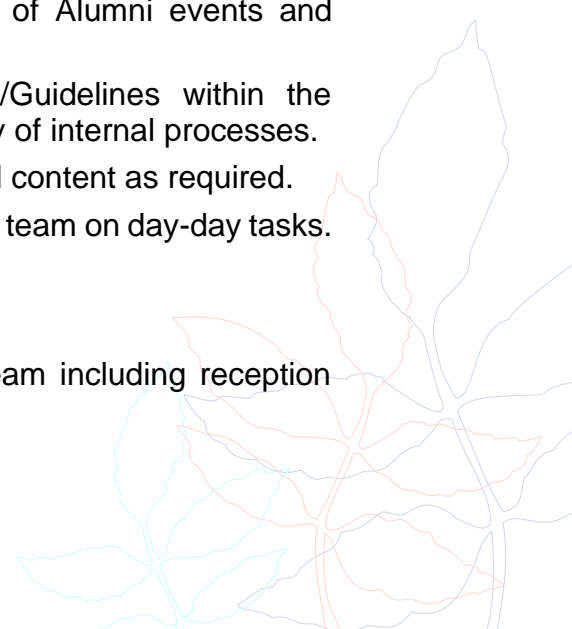
- Develop the appropriate project plan and articulate clear and concise briefs and timelines for each event to meet the required outcomes.
- Liaise with appropriate internal and external stakeholders to coordinate events across sub-schools, campus, and the whole College for both internal and external events in a clear and timely manner, in line with procedures.
- Listen and negotiate with key stakeholders to ensure the success of the event.
- Be able to take the relevant leaders and team on the journey to ensure they own the vision and event.
- Ensure and oversee effective communication plans regarding events that cover all appropriate stakeholders and attendees.
- Make effective decisions concerning the requirements for the relevant event and ensure deadlines are met.
- Exhibit creativity and initiative when designing College-wide events.
- Organise and coordinate the annual student photography contractor across both campuses.
- Assist Marketing & Enrolments team by guiding the process and smooth delivery of prospective student/family events across both campuses.
- Provide recommendations on relevant school-based events to ensure that it is a successful outcome.
- Equip and coordinate staff to execute events successfully.
- Ensure that the budget allocated to each Community Development-run event is managed within its budget constraints.
- Develop and enhance systems to more effectively plan and deliver community engagement strategies.

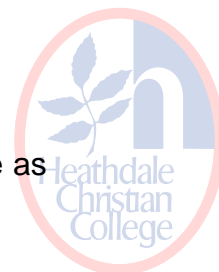
#### Community Development Team

- Support the Community Engagement & Development Manager in the development and execution of College's community engagement strategy and program.
- Lead fundraising initiatives that align with the College's principles.
- Engage with and build College interest groups, such as parent volunteers and alumni.
- Support College Alumni through development of Alumni events and community relations.
- Assist in writing Policies and/or Procedures/Guidelines within the Community Development Team to ensure clarity of internal processes.
- Assist in the preparation of communications and content as required.
- As required, assist the Community Development team on day-day tasks.

#### **B. OTHER DUTIES:**

- Ability to support the campus administration team including reception and other duties as required.





- Any other assigned duties directed by the Principal or their nominee as required and in consultation.

### **C. What we are looking for:**

- Ability to work to tight deadlines.
- Ability to work under pressure to manage multiple projects and completing deadlines in a busy and fast paced environment.
- Demonstrate a high level of communication, professional and interpersonal skills
- Willing to develop their career through professional development
- Team player with the ability to work autonomously
- Technology savvy and quick to learn

### **Child Safety**

The College has a zero tolerance of child abuse.

This position is responsible for taking all practical measures to ensure that Heathdale Christian College's Child Protection and Safety Policy, Procedure and Code of Conduct are implemented effectively, ensuring that a strong and sustainable child protection culture is maintained within the College.

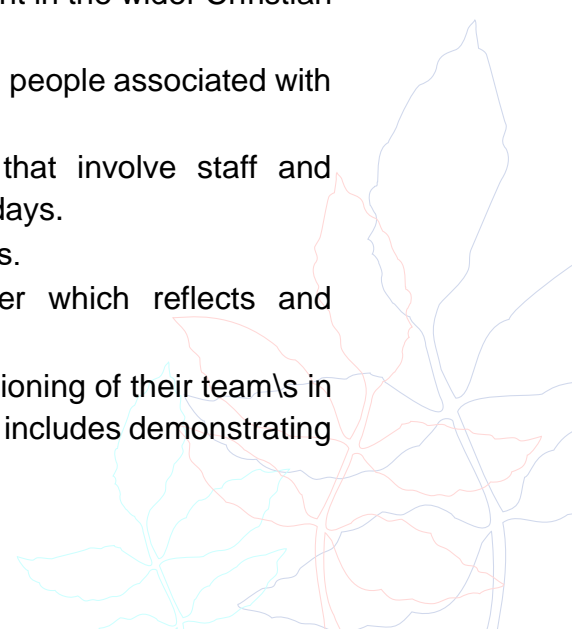
We have established a series of Child Safety Policies, Procedures and a Code of Conduct for all employees, volunteers and contractors working with our students. This is aimed to protect children from abuse and embed a culture of child safety in the school environment.

For more information please refer to the College website at <https://www.heathdale.vic.edu.au/about/policies/>

### **COLLEGE EXPECTATIONS:**

All staff are expected to:

- Perform their responsibilities in a manner which reflects the College's mission, objectives and philosophy. In particular, staff are expected to role model an active Christian faith that will be demonstrated in part by an active involvement in the wider Christian Church.
- Be Christian role models and examples to all people associated with the College.
- Participate in leading College devotions that involve staff and attendance at the staff spiritual enrichment days.
- Support the College's guidelines and policies.
- Perform your responsibilities in a manner which reflects and responds to continuous improvement.
- Contribute to the efficient and effective functioning of their team's in order to meet organisational objectives. This includes demonstrating





appropriate and professional workplace behaviours, providing assistance to team members if required and undertaking other key responsibilities or activities as directed by one's supervisor.

- Perform your responsibilities in a manner which reflects the College's zero tolerance for child abuse and in accordance with the College's Child Safety policies.
- Familiarise themselves and comply with the relevant College policies including Occupational Health and Safety.

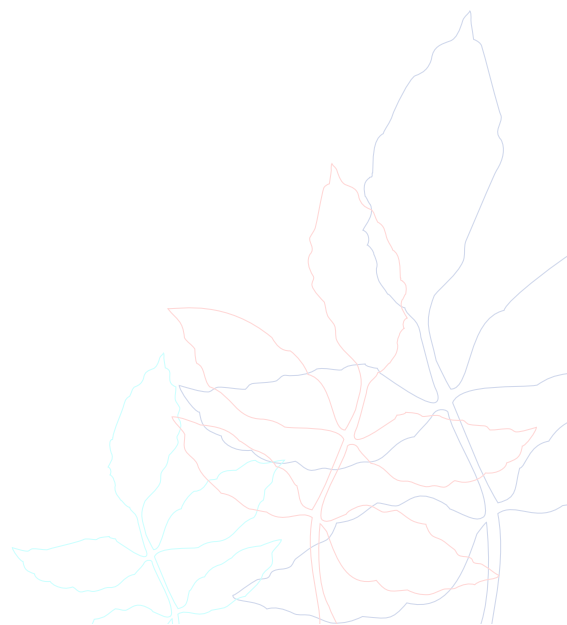
### **REMUNERATION:**

The salary will reflect both qualification and experience.

Annual performance and salary reviews will be conducted by the Community Development & Communications Manager.

### **MINIMUM QUALIFICATIONS AND EXPERIENCE:**

- Relevant qualifications (Event / Marketing / Public Relations) and two years relevant industry experience
- Experience in face to face events and promotional activities will be highly regarded
- Strong communication skillset
- Valid WWCC 'E' & Police Check



## ATTACHMENT 'A'

### Key Relationships defined:

WITH	PURPOSE	FORM
<b>Community, Engagement and Development Manager</b>	<ul style="list-style-type: none"> <li>• Work closely with the Community, Engagement and Development Manager to understand the needs &amp; requirements of the team.</li> </ul>	Meeting regularly. Meetings will be organised and as required.
<b>Enrolments</b>	<ul style="list-style-type: none"> <li>• Work closely with Enrolments personnel to establish best practice and process improvement for the team in relation to enrolments outcomes.</li> </ul>	Meeting on an 'as needs basis'
<b>Marketing, Communications &amp; Design</b>	<ul style="list-style-type: none"> <li>• Work closely with Marketing, Communications &amp; Design personnel to establish best practice for the team and deliver community engagement outcomes.</li> </ul>	Meeting on an 'as needs basis'
<b>Senior Leadership team or their delegate</b>	<ul style="list-style-type: none"> <li>• As required work closely with SLT to ensure queries are responded to in a timely manner</li> <li>• Discuss events with relevant key staff to ensure smooth and successful events</li> </ul>	As required
<b>Families (Parents, Students &amp; Alumni)</b>	<ul style="list-style-type: none"> <li>• As required liaise with families on event requirements</li> </ul>	As required