



St Catherine's School

Waverley

*An Anglican day & boarding school for girls,
Kindergarten to Year 12. Founded in 1856.*

Position:	Functions and Events Coordinator
Responsible to:	Headmistress
Reports to:	Director of Community Relations
Date:	October 2013

Primary purpose of the position:

The Functions and Events coordinator will play a critical role in the planning, coordination and subsequent success of St Catherine's functions and events.

The Functions and Events coordinator is proactive in building and strengthening the relationships within the St Catherine's community by working with a range of volunteers representing the St Catherine's Parents' & Friends Association and the St Catherine's Foundation. The Functions and Events coordinator works hand in hand with the Alumni Relations Coordinator to foster a warm relationship with the St Catherine's Old Girls Union through assistance provided for its events program.

The Functions and Events coordinator works closely with members of the St Catherine's staff and a range of school service providers.

Highly developed communication, organisational and ICT skills together with the ability to work independently and as part of a team are essential criteria for this role. In order to meet the dynamic requirements of this role, flexibility of working hours, including evening and weekends is necessary. A willingness to support the Christian ethos of the school is also expected.

Major Responsibility:

1. Plan, coordinate and manage St Catherine's functions and events.
 - Be responsible for the successful scoping, planning and execution of a range of events.
 - Lead groups of volunteer parents with the planning and execution of a range of year group events and activities.
 - Coordinate and consult with key stakeholders on a regular basis to ensure the events are safe and successful.
 - Maintain an awareness of the legal responsibilities of event managers, specifically in relation to duty of care, negligence and workplace health and safety issues.

- Ensure that the school's event management plans account for the health, safety and comfort of event patrons and staff, and minimise any disruption and harm to the community.
- Be able to obtain a brief from key stakeholders; create a successful promotion plan; understand the steps and phases required for successful event management; and create a solid evaluation process.
- Create and implement systems and checklists that support a successful event.
- The ability to effectively manage event budgets.
- Prepare promotional and other event material as required.

2. Work Health and Safety Employee Responsibilities:

- to comply with the WHS policy and procedures as set out in the Work Health and Safety manual, legislation, regulations, standards and codes of practice
- to adopt work practices that support the school's policies
- to participate in meetings and training when required
- to not willfully place at risk another person's health or safety at work
- to not willfully or recklessly interfere with or misuse anything provided in the interests of health and safety and the environment.

SELECTION CRITERIA:

The successful candidate will possess the following skills;

- * End to end functions and events coordination experience including planning, on site operations pre and post logistics
- * An ability to balance conceptual thinking with an eye for detail
- * WHS practices that ensures compliance
- * The ability to effectively manage event budgets
- * Effective communication skills and organisational skills
- * Manage relations with external suppliers and internal stakeholders
- * Good telephone manner
- * Excellent time management and administration skills
- * Excellent database management and understanding
- * Accuracy and initiative
- * Expertise in the manipulations and use of a variety of Software packages including the Microsoft Suite.
- * The ability to work both independently and as part of a team.
- * Support for the Christian ethos of the school.