

# THE ROLE



## Event Manager

<b>Position Title</b>	Event Manager
<b>Commencement Date</b>	Immediate
<b>Hours</b>	Permanent Full-Time (6 weeks annual leave) <i>(Part-time or Term Time will be considered for the right candidate)</i>

**We are seeking an experienced Event Manager to join our team at Thomas Hassall Anglican College!**

Thomas Hassall Anglican College is a vibrant P-12 independent College located with close access to the M5 and M7 in the growing South West of Sydney. We are committed to challenging our students to look beyond boundaries and to use their gifts and talents to make a difference in the world. We are guided by our vision – Growing and Nurturing Excellence in Learning, Wisdom and Service.

Are you a dynamic and organised individual with a passion for creating memorable events and engaging our community? If so, we have the perfect opportunity for you!

At Thomas Hassall Anglican College we believe in fostering a dynamic and inclusive environment where every member of our community can thrive. From exciting campus events to engaging community initiatives, we are dedicated to creating memorable experiences that inspire and unite.

The Event Manager will support the College leadership team to provide a high level of events and community engagement support. Their primary role will be to manage all aspects of an event from concept to execution. They will provide support and assistance to staff responsible for events within the College and oversee major College events throughout the year, such as Open Day, South West Festival and Alumni Reunions.

The successful candidate will work throughout term time and school holiday periods, term time only employment may be considered for the right candidate.

### Key Selection Criteria

the successful applicant for the above position must be able to provide evidence in their cover letter to support the following criteria:

#### Skills and Knowledge:

- Proven experience in event management and community engagement with relevant tertiary qualifications &/or demonstrated event management experience.
- Have a high level of written and verbal communication skills.

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- Demonstratable interpersonal, collaborative and stakeholder management skills.
- Highly organised with strong attention to detail and can prioritise competing deadlines.
- Manage sponsorship, partnerships, and government grant funding.
- High level of computer literacy including experience with event registration platforms and data management.
- Strong personal Christian faith and be a regular and practising member of a Bible-based Christian Church.

## **Desirable:**

- Previous employment in the education sector.
- Social Media management experience

## **Applications should include:**

- Cover letter
- Completion of Employment Application form available on the College website - This should include the names, addresses and phone numbers of three confidential referees. One of these needs to be from a Christian Minister.
- Resume outlining experience relevant to the position
- Valid NSW Working with Children details (WWCC)

Thomas Hassall Anglican College is dedicated to maintaining a child safe environment and is committed to the safety, welfare and wellbeing of all children and young people entrusted to our care. Our Child Safe Program includes: A Child Safe Policy developed in alignment with the Child Safe Standards, background screening and reference checks. We have a zero tolerance for child abuse and are committed to doing what we can to keep students safe from harm.

**CLOSING DATE FOR APPLICATIONS: Monday 25 March 2024**

**Please note applicants will be considered for interview upon receipt of application.  
Appointments may be decided before the closing date.**

Please forward your application to [employment@thac.nsw.edu.au](mailto:employment@thac.nsw.edu.au)  
Attention: Kent Weir – Acting Director of Staff Services

Please visit our [website](#) for a full role description.

# ROLE DESCRIPTION



## Event Manager

### Primary Purpose:

The Event Manager will support the College leadership team to provide a high level of Events and Community Engagement support. The Event Manager's primary role will be to improve the way College events are organised, planned and administered. They will provide support and assistance to staff who are responsible for events within the College as well as oversee major College events throughout the year. This includes events such as Open Day, South West Festival and Alumni Reunions. This role along with the wider Marketing and Community Engagement Team will be accountable for promoting the school's brand and visual identity, ensuring it is used correctly and according to corporate standards and style guide.

The Event Manager plays an essential role in enabling our valued parent and alumni community to actively engage with the life of the College. You will be responsible for coordinating the administration requirements of the Community Engagement team and assist in facilitating the delivery of community engagement events and activities. This role is responsible for the organisation, communication, management and logistics of the busy calendar of social and community-based events and programs at the College.

### Accountable to:

The Principal through the Director of Marketing and Community Engagement

### Directly reports to:

Director of Marketing and Community Engagement

### Relates to:

1. Principal
2. Director of Marketing and Community Engagement
3. Business Manager
4. Leadership Team
5. Prospective and Existing Parents
6. Administration Team
7. Parent Community Network
8. Alumni
9. Students
10. Staff

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## Major Responsibilities

Under the leadership of the Director of Marketing and Community Engagement, work in collaboration with the team as follows:

### Events:

- Planning and coordination of events in the College including budgets
- Working with key internal and external stakeholders to coordinate events across the College
- Maintain electronic event booking system and reports
- Manage production of event collateral, merchandise, and audio-visual production, with assistance from the wider team
- Manage sponsorship, partnerships, and government grant funding
- Manage engagement, co-ordination and recognition of volunteers
- Manage bump in/bump out, smooth operation of events
- Coordinating all staff, third party contractors, suppliers in relation to events
- Management of RSVP's and guest lists for all major events
- Proactively looking at events in the College calendar and following up event organisers
- Diary management
- General administrative support to the Director of Marketing and Community Engagement and the wider team

### Community Engagement:

- Being the key contact and developing effective working relationships with the Parent Community Network, Alumni & College Business Community as well as staff, parents and students.
- Work with the Marketing and Community Engagement team to develop and implement appropriate programs to support all fundraising and fundraising initiatives.
- Maintenance of an accurate and up-to-date database of past student and staff contact details, including information on personal achievements and career highlights.
- Creation and maintenance of an active digital presence for the parent community, staff and student alumni.
- Maintaining a relationship with community organisations/businesses to support partnerships with the College including acquisition of sponsorships.
- Be responsible for the launch and maintenance of the Alumni Network of the College, including volunteering, social activities, peer-to-peer mentoring and other activities.
- Compile, communicate and liaise frequently with Parent Volunteers for any community queries and social events relating to their year group.
- Coordinate Parent Volunteer recruitment, training and induction, as well as provide ongoing support, advice and guidance to the Parent Community Network.
- Recruit and support parent volunteers for College-run programs and events
- Communicate feedback to appropriate people when received.

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## **Communications:**

- Communicating key messages to the community and proactively generating positive coverage through effective media relations with electronic, print and other media outlets.
- Working closely with the marketing team to ensure all branding is consistent across all events and correspondence.
- Creating push notifications and notices through the College App.
- Maintaining the College screens with appropriate advertising and College messages.
- Maintain College corporate standards and assist other administration staff to do same.

## **Other Duties:**

- Preparation of general correspondence and reports
- Assist with enrolments administration and functions
- Comply with College policies and procedures including Health and Safety requirements
- Willingly participate in professional development as directed
- Attend any number of after hour meetings and events which will occur from time-to-time
- Assist with administration functions of College from time-to-time

## **The Event Manager is expected to be present at:**

- all mandatory College events
- all mandatory professional development activities
- designated information evenings
- designated assemblies, excursions and allocated committees

***This role description is underpinned by the College Policies, Procedures and Guidelines.***