

ARDEN



School Events Coordinator

Role Description

About Arden Anglican School

Arden is a non-selective Anglican School providing a co-educational, Pre-School to Year 12 education. It seeks to attract, retain, and develop dedicated, highly effective, values-oriented staff for all positions. At Arden, we are committed to providing a positive work environment in which staff are valued and encouraged to develop professionally.

Arden is a Christian community centred on the good news of Jesus Christ. Arden's ethos is of high expectations and a commitment to academic and professional excellence. The School aims to attract and retain the best possible teachers and support staff, who are experts in their field and highly committed to the continuous improvement of their professional practice. The School's focus is to engage staff who have a passion for lifelong learning and believe in each student's unique value. Arden welcomes applications from people of faith who are committed to the Christian aims of the School.

Arden is committed to being a Child Safe organisation. All staff are required to help always maintain a child safe culture, and to act in every child's best interest and to keep them safe from harm. The School has zero tolerance for child abuse.

There is a strong collegial culture of mutual trust and support between staff and school leaders. All levels of governance are committed to embodying the Christian values of the School, and a culture of servant-minded leadership is fostered at all levels.

All staff must be committed to positive and caring relationships because they are important to successful student learning and the high level of family involvement that exists at Arden in all aspects of school life.

Our Vision and Mission

Vision

Arden strives to be an inspiring learning community that engages the mind, nurtures the spirit, and nourishes the body in a caring Christian environment.

Arden graduates are curious, courageous and compassionate men and women with an enduring passion for learning who transform the communities in which they live and work.

Mission

Centred on the Christian faith and finding joy in God, Arden provides an exceptional co-educational learning experience that nurtures the uniqueness of confident, capable global citizens.

Workplace Expectations

Professional Conduct

- Foster supportive positive professional relationships
- Demonstrate a sensitive and compassionate work ethic, underpinned by the Christian values of the School
- Demonstrate a duty of care to staff, students and visitors in relation to their physical and emotional wellbeing
- Undertake and comply with mandatory training and regulatory requirements as determined by the School
- Attend School meetings, as requested, including outside of usual work hours
- Participate in professional learning, as requested, including outside of usual work hours
- Any other duties and activities as required by the School Principal (or delegate)

Work Health & Safety (WHS)

- Participate in the development of a safe and healthy workplace
- Adhere to safe work procedures ensuring ongoing adherence to any instructions given for personal safety and health as well as that of others
- Remain familiar with emergency and evacuation procedures, including the location and use of emergency equipment (e.g. first aid kits, fire blankets)
- Report any injury, hazard or illness immediately in accordance with the School's policies and procedures

Child Safety

- Actively participate in the School's zero tolerance for child abuse and commitment to embedding Child Safety in approaches to daily work tasks and involvement in School approved activities
- Model a commitment to providing, so far as reasonably practicable, an environment in which students feel respected, valued and encouraged to reach their full potential
- Commit to understanding professional boundaries and the nuances of appropriate student and staff interactions in the workplace
- Demonstrate an understanding of the need to report suspected (observed or perceived) abuse, neglect, mistreatment and risk of harm

Privacy

- Commit to understanding the appropriate use, sharing, retention and destruction of personal information in the workplace
- Demonstrate an understanding of the need to report suspected (observed or perceived) data breach/es and misuse of personal information

Role classification

Staff are employed at a classification level and assigned to a role rather than appointed to a position. Staff may be re-assigned to other roles at the same classification over time, in line with organisation priorities and/or personal development plans.

The below is intended to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive or limiting list of responsibilities and expectations of the position. Any additional daily tasks are as advised by the Line Manager and are not identified in this Role Description.

The responsibilities, expectations and tasks relevant to this role may be varied at the Principal's discretion, to ensure the operational needs of the School are continually being met.

Professional Review

This Role Description in conjunction with any role specific task lists (if applicable) will be relied on as a framework for professional review.

Role	School Events Coordinator
Campus	Whole School
Role Profile	<p>This role is responsible for holistic event management from coordinating to delivering the full program of official events held by the School throughout the year.</p> <p>As part of the Community Engagement Team this role will be required to attend events, functions, and conferences outside of normal hours and to undertake presentations, on behalf of the School as required.</p>
Qualifications	<ul style="list-style-type: none"> □ Relevant qualification in an event management related discipline, or relevant experience in a similar role (required) □ Minimum 3 years' experience in a similar role (preferred)
Skills, Knowledge & Experience	<ul style="list-style-type: none"> □ Knowledge of all facets of event management □ High level of competency in all required software including Microsoft office suite, Adobe suite and Synergetic (desirable) as well as basic spread-sheeting and social media tools
Role Function	<p>The School Events Coordinator, throughout their daily work practice, is expected to:</p> <ul style="list-style-type: none"> □ Be responsible for the scoping, planning and execution of a range of functions and events. Including obtaining briefs from key stakeholders; creating and implementing a successful promotion plan; understanding the steps and phases required for successful event management; creating and implementing systems and checklists that support a successful event; and creating a solid evaluation process. □ Proactively lead groups of volunteer parents with the planning and execution of a range of Year group events and activities. □ Show initiative and make professional judgements to solve complex problems when there are no clear methods or procedures in place for doing so □ Assisting the school calendar and diary coordination □ Ensuring each event is designed to uphold the values and high standards that the School holds itself accountable to □ Ensure there is a coordinated approach to holistic guestlist management including invitation and RSVP process □ Develop detailed event plans and run sheets □ Secure venues, including negotiating terms and conditions □ Secure suppliers and sub-contractors □ Source materials for themed events □ Scripting speakers as required (in collaboration with the Director of Community Engagement) □ Manage pre-event, event and post-event logistics □ Coordinate staff, suppliers and sub-contractors during events □ Liaise with VIP's as required □ Critically asses each event for opportunities to improve □ Seek stakeholder input and feedback on key signature events □ Actively participate in team meetings □ Other tasks and duties as determined by the Director of Community Engagement □ Support and promote the School's policies and practices for Occupational Heal and Safety.