



MELTON CHRISTIAN COLLEGE

Events Administrator (Maternity Leave Cover)

ORGANISATIONAL PROFILE:

Melton Christian College is a leading P-12 school with over 1,100 students in three locations. We are highly regarded and specialise in nurture, excellence, and Christ-centred schooling. We are committed to building a dedicated team of Christian educators and support staff and equipping them to invest in the lives of the students they serve. Our team is enthusiastic, positive, and committed to the college's mission, vision, and values.

POSITION PROFILE:

The Events Administrator plays an essential role within the Marketing and Community Team and ensures the smooth running of College events under the direction of the School Community Coordinator and, indirectly, the Head of Operations. The primary objective of the Events Administrator is to coordinate the operational planning and delivery of all aspects of events within the College, such as managing calendars and task lists, confirming venues, catering, and events, set up, resource allocation, and logistics. The Events Administrator will collaborate with various teams, stakeholders, and vendors to deliver memorable experiences that align with the College's goals and objectives.

KEY RESPONSIBILITIES:

The key responsibilities of this role include, but are not limited to:

Event Planning and Coordination:

- Implement event plans, including timelines and logistics for various events.
- Coordinate venue selection, catering, transportation, audiovisual needs, and other event logistics.
- Responsible for organising various gifts/packs related to events and organising the team to ensure delivery of various gift/pack items.
- Work with key stakeholders to ensure the successful delivery of various events.
- Ensure events are delivered in line with the risk management guidelines.

Event Equipment Management:

- Liaise with the maintenance team to manage and maintain event equipment to keep it in a safe working condition.
- Responsible for ordering new event equipment as needed.

Vendor Management:

- Liaise with vendors, suppliers, and service providers to secure necessary event resources.
- Maintain positive relationships with vendors to ensure quality service delivery and resolve any issues that may arise.

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A ministry of Melton Christian Centre Ltd. ABN 17 007 289 474

Marketing and Promotion:

- Assist in creating marketing materials and promotional content for events, including brochures, social media posts, and email campaigns.

On-site Event Management:

- Assists in overseeing event setup and breakdown, ensuring all aspects of the event run smoothly.
- Assisting with serving as the main point of contact during events, addressing issues and supporting parents, students, and staff.

Post-Event Evaluation:

- Assists with collecting feedback from attendees, staff, and stakeholders to assess the success of events.
- Assists with preparing post-event reports, including budget reconciliation, attendance data, and recommendations for future improvements.

Administrative Support:

- Assists with maintaining organised records of all event-related documentation, including contracts, invoices, and correspondence.
- Assists in developing annual event calendars and strategic plans for future events.
- Checking stock supply levels, stationary, and placing orders.

Key Selection Criteria

1. Qualification in Event Management, Hospitality, Marketing, or a related field preferred; equivalent experience will be considered.
2. Alignment with the vision and purposes of the College
3. Strong organisational and multitasking skills, with the ability to manage multiple projects simultaneously.
4. High level of attention to detail
5. Excellent written and verbal communication skills
6. Proficient in Microsoft Office Suite (Word, Excel, PowerPoint).
7. Ability to work independently as well as collaboratively within a team.
8. Must have a current Working with Children Check

Occupational Health and Safety

Events Administrator (Maternity Leave Cover) has delegated responsibility from the Principal (for their workstation/office space, equipment, and facilities associated with their role) to:

- Ensure that College Health and Safety Policy and procedures are deployed within the area of responsibility.
- Ensure that safe operating procedures that are appropriate for the hazards and risk profile of the class/classroom/workstation/office space activities are developed and implemented.
- Ensure that College safety systems are implemented and compliance is regularly audited and monitored (e.g., hazard reporting, hazardous materials storage and documentation, plant and equipment purchasing, audits, etc.)
- Ensure that health and safety are scheduled agenda items during any staff team meeting.
- Ensure that all hazards observed and any incidents that may occur to any person within his/her area of responsibility are reported, documented, investigated, and corrective actions implemented as identified.

- Ensure that Health and Safety issues are identified and planned for and that resources required to manage health and safety issues are included in budgets.
- Support management and colleagues in performing their roles in health and safety matters.
- Ensure that regular workplace inspections and audits follow College safety systems.

Child Safe Culture

Events Administrator (Maternity Leave Cover) has delegated responsibility from the Principal to:

- Work towards embedding an organisational culture of child safety, including effective leadership in and beyond their workstation/office space.
- Be familiar with and promote familiarity with the College child-safe policy.
- Be familiar with and promote familiarity with the additional points that establish the College's expectations for appropriate behaviour with children.
- Take part in screening, supervision, training, and other human resources practices that reduce the risk of child abuse by new and existing personnel or volunteers.
- Be familiar with and promote familiarity with processes for responding to and reporting suspected child abuse.
- Always work to identify and reduce or remove risks of child abuse.
- Always work towards appropriate participation and empowerment of children

Conditions

This is related to the Educational Services (Schools) General Staff Award 2020, with a salary depending on the candidate's experience, training, and school holidays as leave.

Last Reviewed: 31/10/2024

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