

Events Officer



Role	Events Officer
Terms	Permanent part-time 18.75 hours per week <i>(including all overtime and penalty hours for 38 weeks per year)</i> <i>Flexibility will be required for events outside of business hours</i>
Commencement Date	22 January 2024
Classification	Education Support Officer Administration Stream Grade 2 Year 1
Responsible to	Executive Director: HR, Risk and Compliance

About Loreto

The Mission Statement for Loreto Schools of Australia states:

A vigorous belief in the capacity and responsibility of women to contribute significantly to society and to the church underlies the emphasis in our tradition on the education of girls.

It builds on Mary Ward's conviction that 'women in time to come will do much' and is inspired by her independence of spirit, her strength of mind, her tenacity and her courage in breaking new ground. Yet, for all her passion to redress an imbalance, her fundamental belief was that men and women alike found their deepest truth and ultimate value in God. There is still an urgent need today to recreate the vision of what it is to be fully human, for men as well as women. It is therefore our task to educate beyond the stereotypes. It is our hope that those involved in our schools will act freely, courageously and in a spirit of collaboration to affirm the dignity of each individual and to further the cause of human rights.

This is our vision: that Loreto schools offer a Catholic education which liberates, empowers and motivates students to use their individual gifts with confidence, creativity and generosity in loving and responsible service.

All Loreto schools in Australia share the same set of values: freedom, justice, sincerity, verity and felicity. These values are at the heart of our educational philosophy and shape our identity as a school.



LORETO COLLEGE
Marryatville, South Australia

Position Overview

The Events Officer is directly responsible to the Executive Director: HR, Risk and Compliance for planning and managing events within the College appropriate to the goals and philosophy of Loreto College.

Key Accountabilities	Responsibilities and Expectations
<p>Working Effectively</p>	<ul style="list-style-type: none"> • liaising with the Advancement and Community Development Coordinator and relevant staff/teams within the College, the parents and Friends Association, the Loreto Old Scholars' Association and other community based Loreto groups and committees regarding the planning and delivery of events; • providing and managing all event services, external to the College, to ensure consistent high standards; • coordinating and managing resources for events; • preparing supporting documentation to ensure the effective management of events; • monitoring and reviewing the services of internal and external suppliers in order to ensure the best possible service for the price paid; • in conjunction with the line manager, identifying, planning and managing events; • working with the Advancement and Community Development Coordinator to ensure the branding of the events is effective and consistent with the College's requirements; • assisting with the Loreto Old Scholar Reunion Program; • opening and locking the College Chapel on evenings/weekends for weddings, rehearsals and baptisms; • reviewing and reporting to Executive Director: HR, Risk and Compliance on outcomes of various events, functions, meetings and projects after each occasion to identify and implement improvements, as appropriate; • ensuring that events are fully communicated to all relevant parties; • providing support to the Principal as required; • engaging in reflective reviews with your line manager;
<p>Mission and Ethos</p>	<ul style="list-style-type: none"> • knowing, accepting, embodying, and developing the Loreto mission and values; • having a commitment to, and a clear understanding of, the ethos of a Catholic School and the Loreto charism of Mary Ward;



	<ul style="list-style-type: none">• fully supporting the Catholic ethos by taking part in staff and student prayer, retreats, social justice activities and voluntary service;• role modelling Christian values in all dealings with students, staff and parents;• maintaining confidentiality at all times and demonstrating high professional standards within the College and community;• providing consistent public support both within and outside the College for school-wide policy initiatives and strategic plans;• supporting and upholding the College's policies and procedures and the Child Safety Code of Conduct;• undertaking tasks including creating, collecting, maintaining, using, disclosing, duplicating and disposing of information including managing and using communication devices (email, internet, telephone, network) in accordance with the College's policies, including Privacy Policy and Responsible Use of Technology Policy;
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Person Specification – Essential Criteria

Knowledge and Skills Required

- Demonstrated experience in managing events
- Strong customer service focus
- Have an understanding of the Catholic ethos and be supportive of the College's values and expectations

Personal Qualities

- Superior interpersonal skills, including the ability to listen and communicate effectively and empathetically to achieve successful outcomes
- Excellent communication skills, both written and verbal, that can be used effectively with customers, staff, students and parents
- Demonstrated ability to deal with sensitive information in a professional and confidential manner
- Ability to work independently, be self-motivated and proactive and also be an active and supportive contributor in a team environment

Qualifications

- Formal qualifications in event management, or be recognized as having equivalent competency will be highly regarded
- Proficient in Microsoft suite of software



Work Health and Safety

Teachers (including PORs), Non-teaching positions – WORKERS

This role is deemed to be a *Worker* under the South Australian Work Health and Safety (WHS) Act 2012.

As a *Worker*, while at work you must –

- take reasonable care for yourself and others in the workplace
- take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons
- comply, in so far as you are reasonably able, with any reasonable instruction given by the employer to allow the person to comply with the WHS Act
- cooperate with any reasonable policy or procedure of the employer relating to health or safety at the workplace that has been notified to workers
- do not bypass or misuse systems or equipment provided for any purpose
- report unsafe conditions or acts which come to your attention and address where possible. Notify your supervisor/manager of actual or potential WHS risks in your work area
- notify your supervisor/manager of incidents, injury and pain or discomfort following a work related injury/activity as soon as possible, preferably in the shift it occurs, but no later than 24 hours.

All workers are authorised to:

- stop any activity where there is imminent risk of harm to self or others and to the environment
- instruct others to stop a task considered to present a risk to health, safety and the environment
- raise and/or discuss health, safety, environment and quality matters with supervisors/managers or safety representatives where relevant
- notify a direct report and follow up on any health safety, environment and quality matters outside of one's ability or capacity to control
- escalate health, safety, environment and quality matters to an appropriate level

Accountability

Catholic Church Endowment Society Inc (CCES) utilises a number of accountability processes to assess performance relating to the implementation of management system responsibilities. These processes apply to all personnel and are performance based.

The key process may include:

- supervisory arrangements (in accordance with organisational and site management structures)
- system review and verification activities; and
- performance appraisals

Reference: Catholic Safety, Health Welfare South Australian, (12) v1



Annual Review

An Annual Review is undertaken with your line manager to provide feedback and discussion for professional growth.

APPROVAL

Job Description Approved

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Print Name

Signature Principal or Delegate

Date

.....

Print Name

Signature Staff Member

Date

September 2023



Applications

Applications for the position of Events Officer should be addressed to:

Dr Nicole Archard
PRINCIPAL
Loreto College
316 Portrush Road
MARRYATVILLE SA 5068
recruit@loreto.sa.edu.au

Terms and Conditions

- Formal qualifications and/or experience in a similar role will be highly regarded
- Approved first aid training
- Responding to Abuse and Neglect certificate
- All applicants will be required to undergo a Working with Children Check and Catholic police clearance. Please attach any relevant certificates to your application.

Included with your application

Please provide copies of the following documents:

- Address each of the Selection Criteria outlined in the position description.
- Your Curriculum Vitae
- The names, addresses and full contact details of three referees who may be approached.
- All applicants will be required to complete an Applicant Declaration Form for School Employees which is available on our website. This Form must be submitted with your application.

Closing Date

Applications close at 9.00 am on Monday, 16 October 2023

