

 IONA COLLEGE	Role Description: Events Officer
Classification:	School Officer Level 6
Reports To:	Marketing and Communications Manager
Direct Reports:	Nil
Date effective:	July 2022
Key Relationships:	Dean of Oblate Identity and Community, Design and Publications Officer, Marketing Communications Team, Iona Leadership Team, Corporate Services Team, Other Internal Staff, Students, Parents

Inspired by the Gospel of Jesus Christ and the life of St Eugene de Mazenod, the Iona College community focusses on educating and empowering young men to dare to make a positive difference throughout their lives and to the lives of others. Our Mission is to live, learn, lead and serve as a Catholic learning community within the Oblate spirit. Iona adopts a safety-first approach where safeguarding our community is paramount.

The Events Officer is responsible for delivering a broad range of initiatives as parts of the College's annual events program to engage with parents and community members to foster a sense of unity, connection and belonging. This is a hands-on role, working within the Marketing and Communications team to ensure that deadlines are met.

This role is responsible to the Marketing and Communications Manager and works closely with the Dean of Oblate Identity and Community, Manager, Corporate Services, other College staff, students, parents, alumni and external contractors.

As a member of the College staff, Events Officer must be supportive of the Catholic ethos. This role is expected to carry out all duties in a manner consistent with the principles and values of the Oblates of Mary Immaculate, and contribute positively to the aims and objectives of the College's Strategic Management Plan.

As the Events Officer your key responsibilities include:

1. Event Management

- Assist the Marketing and Communications Manager by providing professional event management support and advice to the Iona Leadership Team on the planning and management of key College events and activities.
- Manage and lead a portfolio of College events, coordinating multi-disciplinary events across the College, including P&F Events, Old Boys Events, Community Events, Co-Curricular Events, College Assemblies, College Masses, Celebration Events and others.
- Undertake detailed planning and organisation of College events including venue selection, guest lists, invitations, programs, catering, audio-visual requirements, seating and oversight on the day.
- Work collaboratively with internal stakeholders such as Grounds and Maintenance staff, Corporate staff, Teaching staff, students and parents as required to successfully deliver College events.
- Manage and meet all compliance and safety requirements relating to the effective management of events including working with the Risk and Compliance Manager to develop risk assessment plans.
- Complete all event administration including full event briefing packs, finance administration, speech notes, seating plans, bios, running sheets, travel arrangements and logistics, and sourcing of appropriate gifts.
- Manage all event related expenses and budgets in consultation with relevant stakeholders, ensuring budgets are adhered to and College policies are followed.
- Work with the Design and Publications Officer to oversee the design and production of key event collateral.
- Support the Enrolments and Relationships Manager and work alongside the Enrolments and Relationship Officer in supporting the College's Foundation Bequest Strategy and Planned Giving Programs.
- Write social media posts and take photos as required to support event promotion.
- Adhere to policies and procedures around the College's brand and reputation, ensuring all College events and activities align with the College's vision, mission and strategic plan.

- Undertake other duties as specified and delegated by the College Principal and/or College Rector.

2. Venue Hire Management

- Work with key internal stakeholders to manage and maintain a school-wide venue booking platform.
- Engage with external stakeholders to promote and manage community bookings with a focus on enhancing both community relationships and revenue.
- Construct and execute hire agreements with external stakeholders.

3. Communication

- Facilitate effective communication with all stakeholders at all levels via dissemination of information on behalf of the College through marketing collateral, publications and digital platforms.
- Assist the Marketing and Communications Team to maintain effective interfaces with other departments and teams.

4. Engagement within the College

- Model the Oblate charism and ensure that the Oblate ethos is known, nurtured and developed.
- Model, foster and promote excellence in service delivery.
- Assist the Corporate Services team in engaging the College community to develop, articulate and commit to a shared educational vision providing quality outcomes to all staff and students.
- Support staff with the care and management of students, ensuring positive student behaviours.
- Promote, facilitate and participate in professional development.

5. Conduct and professional behaviour

- Participate in the development of a safe workplace by ensuring:
 - compliance with instructions in relation to personal safety and that of other staff, students, contractors and visitors,
 - cooperation with the College in fulfilling its legal obligations,
 - reasonable care to ensure personal safety and that of others,
 - the reporting of any injury, hazard, near miss or incident as per the College's Workplace Health and Safety manual,
 - that others are not placed at risk by any act or omission, and
 - that wilful or reckless interference with safety does not occur.
- Abide by all College policies and procedures, including adhering to the:
 - Code of Conduct,
 - Work Place Health and Safety procedures,
 - Student Protection Policies and Guidelines, and
 - College's values.

6. Role requirements and qualities

- A tertiary qualification in a relevant discipline and/or significant industry experience in event management including planning, administration, budgeting and liaising with internal and external stakeholders.
- Demonstrated interpersonal and communication skills including the ability to deal appropriately with a range of stakeholders including executive, staff, students, parents and carers, potential parents, alumni and members of the community.
- A solid knowledge of English grammar and the ability to present ideas to a wide range of audiences in a clear and concise way.
- High level organisation skills and the ability to priorities, meet deadlines and manage competing priorities.
- Experience with photography and social media.
- Possess a current paid Queensland Working with Children Blue Card.

Classification

The position is classified as a School Officer (Level 6) according to the Religious Institute Boys' Enterprise Bargaining Award.

Hours of duty

Hours of duty are 38 hours per week, with possible engagement between 7.30am and 4:30pm.

Term of Appointment

The Event Officer is a permanent, full-time role.
