

Status:	Permanent position, 3 days a week minimum 44 weeks per annum (term time, 2 weeks at start of year & 2 weeks spread over of school holidays) 21 hours per week Flexibility with working different days & hours to manage events in & out of business hours General Staff: Level 2 -3 (depending on experience & qualifications) \$38,985 - \$40,835
Commencement date:	Friday January 17th, 2025
Area of appointment:	ELC-Year 12
Position reporting to:	Director of People, Culture and Operations
Key relationships:	Director of People, Culture and Operations, Marketing Coordinator & Communications Officer
Committee membership:	Community Engagement Team & Daily Operations
Pre-requisites: (Please provide a copy with your application)	These qualifications/certificates are required prior to commencing employment at HILLS and must be updated for the duration of employments at HILLS:- <ul style="list-style-type: none"> <li>● Current Working with Children Check</li> <li>● Current Responding to Risks of Harm, Abuse &amp; Neglect Certificate</li> <li>● Current First Aid Certificate</li> <li>● Current Driver's License</li> </ul>

### Introduction & Role Purpose

HILLS is seeking a suitably experienced and enthusiastic applicant to undertake the role of Events and Community Engagement Coordinator. You will be responsible for the logistics of all events across the school, and overseeing Old Scholars and Community Engagement. This is a position with significant responsibilities and requires interactions and building connections with external providers, students, families, administration and teaching staff. The position contributes to the maintenance of a positive school culture where a strong community is of the utmost importance. A high level of professionalism, organisation and an enthusiastic approach to working are key components in carrying out this role. Out of hours work will be required on occasion.

The Events and Community Engagement Coordinator will be expected to take significant initiative and responsibility. They may also be required to supervise volunteers who are involved in events.

We are looking for candidates:

- who will support the Vision of the School as stated in the Constitution
- whose personal Christian faith, is reflected in his/her daily living
- who can enhance our existing strong culture of community
- who have the ability to work cooperatively and harmoniously as part of a team and report accurately on events to key stakeholders
- with excellent communication skills, both written and verbal, be flexible and remain calm under pressure
- who possesses a high degree of attention to detail
- who is able to be flexible and capable of fulfilling a variety of roles

#### Role Description

##### Events:

- Coordinate ELC–Year 12 school events, establishing bookings and coordinating logistics utilising professionalism to deliver effective and high-quality events.
- Execute to the highest quality all events whilst upholding the vision and brand of the school.
- Oversee the development and implementation of school events, processes and protocols, including all elements of events, such as set up, pack down and liaising with external providers, administrative staff, grounds staff and classroom educators to assist in completing processes.
- Liaise with the Marketing and Communications staff to ensure effective and timely promotion of events and consistent School image.
- Enhance community engagement through managing and implementing events, including but not limited to the following:
  - Easter and Christmas Worship Services
  - Presentation Nights
  - Graduation Services
  - Whole School Celebrations
  - Student Orientation Events
  - Fathers/Mothers/Grandparents Days
  - Pedal Prix
  - Hills Spring Fest
  - Sports Days and House Events (eg Colour Run)
  - Student/Staff/Hills Connect initiatives (eg disco)

##### Community Engagement:

- Develop and coordinate a skilled network of parents and volunteers, including student volunteers to provide support to school events and fundraising activities.
- Coordinate volunteers and parents for events and other activities that enhance the School
- Support *Hills Connect* (Parents & Friends) meetings and assist with *Hills Connect* initiatives as required.
- Develop meaningful connections on behalf of the school with relevant external organisations to build networks, and promote School engagement and goodwill.

##### Old Scholars:

- Seek new and innovative ways to remain relevant and keep old scholars connected
- Develop the alumni directory using school databases
- Coordinate student reunions and other events for old scholars, maximising response, attendance, and participation
- Coordinate and edit the old scholar content of publications

##### Other Duties:

- Coordinate and manage Common Ground Coffee Cart including setting and packing up, stock management and roster.
- Assist with the administration of excursions, incursions and camps for the Daily Operations team, led by the Director of People, Culture and Operations.
- Maintain an accurate budget.
- Arrange awards, thank you and farewell gifts, and other staff acknowledgements on behalf of the School.
- Other duties as required by the Principal or Director of People, Culture and Operations.

**Key Selection Criteria**

- A personal Christian faith, which is reflected in their daily living
- Relevant experience in the events sector, school environment is an advantage
- Time management skills with the ability to multitask effectively in the face of changing priorities, deadlines and pressure
- An ability to liaise professionally and confidently with a wide range of people on matters associated with the events and operations of the school
- Meticulous attention to detail and accuracy
- Barista experience preferred or willingness to undertake training
- Proficient in Microsoft Office, Canva, Google Suite and Adobe Creative Suite (i.e InDesign, Illustrator etc.)
- Availability to complete out of hours work on occasion to manage events.