



**KNOX GRAMMAR SCHOOL**

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## **ROLE DESCRIPTION**

### **COMMUNITY RELATIONS & EVENTS ASSISTANT PERMANENT FULL TIME POSITION**

#### **ROLE PURPOSE**

The Community Relations & Events Assistant works as a member of the broader School Administrative Support Team which is inspired by at all times by the highest ideals of teamwork, collegiality, integrity and professionalism. The function of the Community Relations & Events Assistant is to assist the Head of Community Relations & Events to manage the effective internal and external community relations events, to promote and foster goodwill and communications between the School, its support groups and the broader school community and stakeholders. The role also focusses on providing event management services across Knox Grammar School and its associated entities currently being three combined primary and secondary campuses. The primary purpose of the role is to focus on external events by developing and utilising school facilities, staff and expertise on a commercial basis.

#### **ROLE RELATIONSHIPS**

The Community Relations & Events Assistant is responsible to the Head of Community Relations & Events and is a member of the School's Support Team. As with all School employees the Community Relations & Events Assistant is ultimately responsible to the Headmaster.

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## ROLE RESPONSIBILITIES

### Events

- Assist the Head of Community Relations & Events in all aspects of the role.
- Respond to enquiries from a variety of sources and provide timely advice and recommendations for successful external functions and events.
- Hands on approach in the planning, managing, execution and assessment of activities, functions and events.
- Liaise with external and internal parties to ensure that programmes and events are well managed with minimum disruption to School events.
- Co-ordinate all parties in the planning and execution of events/bookings.
- Prepare post event reports including financials and recommendations for future similar events.
- Determine and document policies and procedures to ensure that all statutory and regulatory requirements, including Workplace Health and Safety, are met.

### Facility Hire

- Responsible for hiring out the School's facilities (when available) including but not limited to:
  - Boarding Facility hire
  - Great Hall and other facility hire
  - Chapel hire
  - Holiday Camps

### Communications/Networking/Relationships

- Strong advocate of fostering community spirit internally and externally.
- Work effectively with other departments to maintain positive, ongoing and productive relationships.
- Develop and maintain effective relationships with key groups both within and external to the school by ensuring all relevant departments are briefed on future events/bookings.
- Understand the nature of the competing event priorities of the School and assist the co-ordination of formal and informal events accordingly.
- Develop, and proactively nurture and maintain all relationships that could lead to Community Relations opportunities.
- Work closely with members of the Communications Team to ensure all community events, functions and activities are promoted and marketed effectively.

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## ESSENTIAL CRITERIA

- Well-developed organisational skills, including demonstrated ability to manage small and large scale events, in an efficient and timely manner.
- Excellent time management skills, with the ability to work on several projects in an efficient manner, and deliver within deadline with high attention to detail.
- Excellent interpersonal and oral and written communication skills with the ability to work individually or as part of a team and to liaise effectively with a wide range of internal and external stakeholders at a variety of levels.
- Superior customer service skills with a can do attitude.
- High proficiency of ICT skills of the highest professional level, including Word, Excel and Adobe InDesign.
- Demonstrated ability to exercise initiative, work effectively with minimal supervision.
- Strong creative approach and well developed analytical, problem solving and decision making skills.
- Ability to multitask, prioritize workload and maintain meticulous attention to detail in order to meet competing deadlines.
- A university degree in business and/or marketing is desirable.
- The ability to communicate effectively with both internal and external parties and to influence outcomes through negotiation and team play is essential.
- A proven track record in a similar role would be highly regarded.

## WORK HEALTH & SAFETY

The incumbent will actively support and contribute to the maintenance and development of a safe working environment by:

- reporting incidents or accidents to the appropriate staff as soon as possible
- working within the WHS management systems that have been adopted by the School.

## LENGTH OF TENURE & APPRAISAL/REVIEW CONDITIONS

The appointee to the position of Community Relations & Events Assistant will be appointed on a permanent full time basis and will be required to undergo an annual performance review with the Head of Community Relations & Events or her delegate.

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## TERMS AND CONDITIONS

The Community Relations & Events Assistant is employed under the general terms and conditions of the *Independent Schools NSW (Support and Operational Staff) Multi-Enterprise Agreement 2017* or any industrial instrument that replaces that Agreement.

The incumbent shall work such hours as are reasonable and necessary to carry out the responsibilities of the position as set out in the role description. The role will require work into some evenings and on weekends due to workload demands, on occasions when events/functions are being held.

## REMUNERATION

The remuneration for the Community Relations and Events Assistant

- Salary package commensurate with experience and qualifications and in accordance with Knox Staff Guidelines and the School's Multi-Enterprise Agreements.
- Superannuation Guarantee at the current legislative rate will be paid by the school in addition to salary.

*Please note:*

*All staff are subject to mandatory screening procedures in line with Child Protection Legislation*