

Community Events Coordinator

ROLE DESCRIPTION

Overview

All positions at Sacred Heart College are appointed by the Principal and are founded on the Christian values and traditions exemplified by Jesus Christ and inspired by Catherine McAuley and the Sisters of Mercy.

Each Sacred Heart College staff member is expected to actively uphold and demonstrate the core values of Compassion, Respect, Hospitality, Courage, Justice, and Service in their daily work and interactions.

In this role, the College Community Events Coordinator contributes positively to the life of the College by fostering respectful and supportive relationships with students, colleagues, parents, families, and external partners, reflecting the spirit of service central to the mission of Sacred Heart College.

College Vision

Sacred Heart College Kyneton is committed to building an inclusive community that proudly celebrates its faith tradition and Mercy ethos. Our students will aspire to excellence in their studies and will develop a lifelong love of learning as global citizens.

From the Sacred Heart College Strategic Plan (2023-2026)

The mission of Sacred Heart College is to nourish the full flourishing of each student – spiritually, physically, cognitively, emotionally, and socially. This mission challenges Sacred Heart College to pursue excellence in learning and teaching, promote the growth of exemplary models of leadership while ensuring inclusive and safe environments for all.

Strategic Priorities

The College Community Events Coordinator supports the College's Strategic Intent through:

- Strengthening Catholic identity and Mercy heritage through liturgical and community events
- Growing reciprocal and effective partnerships with parents and the wider community
- Ensuring sustainable and well-managed event practices
- Supporting safe and inclusive community gatherings
- Contributing to a culture of exemplary leadership and hospitality

Duty Statement

The College Community Events Coordinator is responsible for the planning, coordination and operational oversight of outward-facing College events.

The role operates with initiative and judgement within established College policies and procedures and aligns with the expectations of an Education Support Officer – Category 3 under CEMEA 2022.

The position works collaboratively with the College Publications and Marketing Officers and communicates with members of the Leadership Team, Registrar, Executive Assistants, and external providers to ensure the professional delivery of College events that enhance community engagement and reflect the mission and identity of Sacred Heart College.

KEY RESPONSIBILITIES	
Event Planning and Coordination	<p>With appropriate College staff and teams,</p> <ul style="list-style-type: none"> • Develop and maintain event procedures, planning templates and checklists • Coordinate internal and external venue bookings • Prepare and manage event documentation including running sheets and schedules • Coordinate catering, equipment, digital technology and transport requirements • Monitor event budgets in accordance with College financial processes • Liaise with contractors, suppliers and internal stakeholders (Maintenance & IT) • Ensure effective set-up and pack-up processes • Organise workflow to meet timelines and operational priorities within 0.4 FTE allocation
Major College Events - Liturgical Celebrations	<ul style="list-style-type: none"> • Coordinate administrative preparation of College Masses (Year 7, FOSH, Year 12, BOY, EOY and other key liturgical celebrations) • Liaise with the Director of Faith & Mission regarding preparation requirements
Major College Events - Whole School Assemblies	<ul style="list-style-type: none"> • Coordinate requirements for assemblies where external visitors are invited • Organise ordering of badges, medals etc. • Liaise with Executive assistants to arrange ordering of School Captain blazers, pockets etc. • Liaise with College administration for completion of additional tasks and resources • Coordinate and invite bursary/scholarship presenters.
Major College Events – Graduation Dinner	<ul style="list-style-type: none"> • Coordinate venue liaison, ticketing and event documentation • Manage bookings and liaise with Accounts regarding payments • Prepare floor/seating plans, dietary requirements and running sheets
Major College Events - Mercy Events	<ul style="list-style-type: none"> • Coordinate administrative requirements for major Mercy student events such as Frayne Speech Festival and the AMSSA conference
Major College Events – Community Events	<ul style="list-style-type: none"> • Coordinate Mother’s Day and Father’s Day Breakfasts with internal committee (including Hospitality and Canteen staff) • Coordinate administrative requirements of the Year 11 Presentation Ball • Active participant at College Open Night Committee meetings • Provide coordination support for Junior Showcase evening • Provide coordination support for Senior School Workshop and Expo Evenings • Manage bookings and liaise with presenters of Parent Engagement Evenings • Provide coordination support for community attendance at School Productions and College Band events
Administration and Compliance	<ul style="list-style-type: none"> • Ensure all events comply with College Child Safety, Occupational Health & Safety and Risk Management policies • Maintain accurate records and documentation • Coordinate RSA and compliance requirements where applicable • Participate in College committees as required • Undertake other duties as directed by the Principal consistent with the classification level

KEY SELECTION CRITERIA	
Qualifications and Experience	<ul style="list-style-type: none"> • Demonstrated experience in event coordination, administration or project support • Experience managing multiple stakeholders and competing priorities • Maintain current HLTAID011 – Provide First Aid qualification • Maintain current HLTAID009 – Provide Cardiopulmonary Resuscitation qualification • Hold or be willing to acquire a Working with Children Check (employee status) • Willingness to undergo and maintain a National Police Record Check
Skills and Attributes	<ul style="list-style-type: none"> • Strong organisational and time management skills • Ability to exercise initiative and judgement within established procedures (Category 3 expectation) • High-level communication and interpersonal skills • Capacity to develop and improve administrative processes • Strong attention to detail and ability to manage budgets and documentation • Proficiency in relevant digital platforms for communication and event management • Ability to work collaboratively within a Catholic educational environment
Commitment to Catholic Education	<ul style="list-style-type: none"> • A demonstrated understanding of the ethos of a Catholic school and its mission.
Commitment to Child Safety	<ul style="list-style-type: none"> • Experience working with children. • A demonstrated understanding of child safety. • A demonstrated understanding of appropriate behaviours when engaging with children. • Be a suitable person to engage in child-connected work.

EMPLOYMENT CONDITIONS	
Appointment	This position is appointed by Sacred Heart College and the incumbent is an employee of Mercy Education Limited. The role is subject to the College’s Policies and Procedures as provided as part of the Induction Program and ongoing Training Program.
Reports to	Business Manager
Conditions	<p>Conditions are in accordance with the Victorian Catholic Education Multi Enterprise Agreement (CEMEA) 2022.</p> <p>Classification: Education Support Officer – Category 3</p> <p>Time Fraction: 0.4 FTE</p> <p>Salary and conditions are determined in accordance with experience and relevant provisions of the Agreement.</p>
Review and Appraisal	As an employee of Mercy Education Limited this appointment will comply with the contract of employment.
Professional Development	Undertake professional development in line with the College Professional Learning policy.

Last Reviewed	February 2026
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No position description can be entirely comprehensive. The incumbent will be expected to carry out such other duties as may be required from time to time and are broadly consistent with the position description and the status of the post within the College. The position encompasses participation in decision-making processes and other activities relevant to the role which may require occasional involvement outside the currently designated school hours.