



**MERCEDIS  
COLLEGE**

# Marketing and Events Coordinator

## Position Information Document

Engagement:	1.0fte, worked over 5 days Monday-Friday
Grade:	ESO Level 3 (Administration Stream)
Reports to:	Director of Marketing, Communication and Engagement

### Context

As a Catholic school in the Mercy tradition, we work in partnership with families enabling students to flourish in all aspects of their humanity – academic, social, emotional, physical - to help prepare them to be Leaders, for Life.

It is our vision to be a sustainable, internationally minded world-class school, providing a holistic educational experience for our students within a unique culture and community where we honour our Catholic traditions and live the Mercy Keys of Compassion, Loyalty, Justice, Integrity, Responsibility and Mutual Respect in our daily interactions and strategic decisions.

### Role Purpose

The Events Coordinator is responsible for coordinating and delivering all of the College's events – both internal and external, to help engage with our students and their families, as well as our extended College community to enhance, protect and promote our Mercedes College brand.

### Key Working Relationships

- Director Marketing, Communications and Engagement
- Communications and Marketing Officer
- Visual Communications & Project Officer
- Principal and Deputy Principal
- Heads of Schools and Department Heads
- College Community – Families
- College Staff
- Mercedes Old Scholars Association (MOSA)



## Key Responsibilities

### Events

- Coordinate external College-wide events, including venue and supplier management, set up, ticketing, seating allocation
- Coordinate internal College-wide events, including stakeholder engagement, planning, catering, suppliers, set up
- Provide assistance and support as required during external and internal events
- Manage event budgets within the allocation operating resources
- Develop theming ideas and present concepts for all College events
- Monitor and maintain event inventory, including set up and return after event
- Manage College mascot, including talent sourcing, outfit storage and escort on-site appearance

### Marketing, Communication and Engagement

- Pursue solutions that make it easier for our community to engage and stay connected with us
- Provide marketing support for the delivery of events, i.e.: promotional giveaways, prizes, advertising
- Provide information for inclusion in communications relevant to events, i.e.: venue, timing, ticketing
- Develop and schedule content for College digital platforms in collaboration with the wider Marketing, Communication and Engagement Team.
- Research and draft information in various mediums/ styles for key stakeholder groups
- Ensure adherence to brand guidelines, including message consistency across all communications
- Support best practice standards set by the team for all communications, engagement, marketing
- Contribute to the delivery of external communications and marketing in collaboration with the wider team

### Team Support

- Support business delivery using forward planner / calendar and coordinate updates to the team's schedule
- Support high quality service across the College to grow engagement, internally and externally
- Monitor communications, community engagement and event performance, making best use of available analytics
- Monitor all incoming emails across Events/MOSA/Mercedes emails and direct to relevant team members
- Process all invoices for the department
- Maintain accurate record keeping for community files
- Provide regular status reports on tasks, activities and performance against strategy, coordinate daily WIP
- Produce daily Media Monitoring summary and distribute to key stakeholders
- Other duties as directed by the Director of Marketing, Communication and Engagement
- All College staff are required to adhere and assist in the maintenance of WH&S requirements as per Appendix A



### Person specification

The Events Coordinator will:

- Demonstrate a commitment to the Catholic ethos and to the mission and values of the College
- Have excellent written and verbal communication skills
- Have high level of interpersonal skills and the ability to establish positive and effective working relationships at all levels
- Show demonstrated ability to work under pressure with competing priorities and deadlines
- Have the mental and physical agility to deal with 'impromptu' tasks in a timely manner
- Have the capacity to collaborate effectively to ensure team goals are achieved by providing input and problem solving
- Actively contribute to creating a team culture of outstanding customer service
- Establish and maintain positive and professional relationships with other departments and our community
- Hands-on approach and actively contribute to all event-related activities, whether in the office, off-site, or at event venues
- Have a desire to learn and expand skills in the event and marketing arena
- Represent and positively promote Mercedes College as a key brand ambassador

### Qualifications and Experience

The Events Coordinator will have experience and expertise as follows:

- Demonstrated expertise and experience delivering events for or on behalf of an organisation
- Experience working with creative agencies to deliver projects on time, brief and budget
- Experience working as part of a team and supporting a team to deliver events and marketing activations
- Experience using Microsoft packages – WORD, Excel, Powerpoint
- Current Working with Children Check (WWCC) in accordance with the Child Protection Policy of the South Australian Commission of Catholic Schools (SACCS)
- Current 'Responding to risk of harm, abuse and neglect' certification
- HLTAID012 Provide First Aid in an Education and Care Setting certification.



## APPENDIX A - Workplace Health Safety & Welfare

### Commitment

- Supporting the development and maintenance of a best practice WH&S culture within your work area.
- Adhering to safe work practices.
- Encourage colleagues and others on the worksite to adhere to safe work practices.

### Legal and Policy Requirements

- Comply with all relevant policies and procedures.
- Improve systems of work and safe work practices.

### Plans and Budgets

- Implement relevant actions in WH&S plans as required by your supervisor or the Principal.

### Performance and Training

- Participate in relevant WH&S training programmes.
- Provide appropriate WH&S training for persons using designated areas.
- Include WH&S goals in your performance plans in consultation with your supervisor or the Principal.

### Risk Management and Hazard Control

- Report Hazards and unsafe work practices associated with the workplace to your supervisor or the Principal.
- Suggest improvements or recommend changes to avoid, eliminate or minimize workplace hazards.

### Incident Reporting and Investigation

- Report work related injuries and incidents in accord with the Catholic Church Safety Manual.
- Participate in the investigation of potential hazards, dangerous occurrences and near misses in accord with the Catholic Church Safety Manual.

### Consultation

- Raise WH&S issues with their work colleagues, supervisor or the WH&S committee and assist in their resolution.
- Regularly discuss WH&S issues with other staff at Staff Meetings.
- Regularly consult with colleagues on WH&S issues and actively participate in WH&S meetings if required.

### Monitoring

- Monitor and evaluate their WH&S performance.
- Monitor the health, safety and wellbeing of work colleagues, to ensure that they undertake their work safely.
- Participate in workplace WH&S inspections/audits and assist in the maintenance of WH&S facilities, resources, equipment and information.
- Monitor workplace WH&S performance and progress of the WH&S action plan for the site