



Nagle College

Bairnsdale

Position Description

Position:	Administration Officer - Events
Reports to:	Director of Operations and Timetabler
Classification:	Education Support - Category B Level 3
Employment Status:	Ongoing / Full time

Mission

'A Faith Filled Learning Community, Striving for Excellence'

Nagle staff support the aims and objectives of our Catholic school by embracing the values and teachings of the Gospel. As a result, staff are supportive, welcoming and lead by example. Staff are passionate about their career and positively contribute to the emotional, social, academic, and environmental well-being of our College community.

The Administration Officer – Events Position is an ongoing full-time position located at Nagle College Bairnsdale.

Job Scope

The Administration Officer – Events plays a key role in ensuring the smooth running of events across the College. Working closely with various stakeholders within the College community, this position is responsible for handling event bookings and requests in an accurate, professional, and timely manner.

The primary objective of the Administration Officer – Events is to coordinate the operational planning and execution of all event-related activities, including venue selection, catering, event setup, resource allocation, and logistics. By overseeing these aspects, the role ensures the successful delivery of events that enhance the College's reputation.

Responsibilities

Key responsibilities:

- Gather and collate all event requirements, preparing detailed documents to ensure successful execution.
- Communicate event requirements to relevant support staff within established deadlines.
- Develop and coordinate event timelines, budgets, and schedules.
- Ensure each event reflects the College's values and upholds its high standards.

- Administer data entry for events, including updating the school calendar, developing event plans, and creating run sheets.
- Provide administrative support to the Director of Operations and Timetabler for the daily management of events, including pre-event, event, and post-event logistics.
- Attend and assist with events as needed.
- Assist with booking requests and changes, including but not limited to:
 - Recurring school bookings
 - Sports bookings
 - College events and functions including, but not limited to, Leadership Mass, Commitment Mass, Graduation Day and Founders Day
 - Catering requests
 - School camp facilities
- Evaluate each event for opportunities to improve and implement changes as needed.
- Actively participate in Operations Team meetings.
- Work with appointed Marketing Consultants on College publications and promotional material.
- Capture internal and external photographic images as required for official College records and marketing purposes.
- Review and update posters, display cabinets and display screens as required.
- Provide administrative support as required for the Assistant Principal Catholic Identity & Mission including organising, attending and assisting with all Liturgies and Retreats.

Commitment to Child Safety

- Be familiar with and comply with the school’s child safe policy and code of conduct and any other policies or procedures relating to child safety.
- Demonstrate duty of care to students in relation to their physical and mental wellbeing.
- Assist in the provision of a child safe environment for students.

General Duties

- Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures.
- Demonstrate professional and collegiate relationships with colleagues.
- Maintain strict confidentiality with all school business and personnel matters.
- Attending as required, school functions and events, as appropriate or as directed.
- Carry out all other duties as directed from time to time by the Director of Operations and Timetabler.

Organisational Relationships

The Administration Officer – Events has a number of key internal and external relationships.

Reports to: Director of College Operations and Timetabler

Internal liaisons: Principal, Strategic Leadership Team, Finance staff, students, volunteers, teaching and non-teaching staff.

External liaisons: DOSCEL, Parish, Community Service Organisations, other Catholic schools within and outside of the Diocese, suppliers and service providers, parents, government departments and agencies.

Judgement and Decision Making:

This position requires employees to problem solve involving the identification and analysis of diverse problems, and apply appropriate technical training and expertise to decision-making.

Skills & Competencies

Possessing the following skills and competencies are critical to being a successful Administration Officer – Events at Nagle College and therefore form the basis of our key selection criteria.

Essential

- A sensitivity and understanding of the Catholic ethos as it relates to the Church’s mission in education
- An understanding of the practical aspects of religious formation including liturgies, prayer, retreats and community service.
- Exceptional written and verbal communication skills, with a proven ability to build and maintain positive relationships within the College community.
- Proficiency in ICT, particularly with the MS Office suite and SIMON.
- High attention to detail and accuracy in all tasks.
- Previous experience in a similar role and/with marketing and social media skills or relevant qualifications is highly desirable.
- Excellent data entry skills.
- Ability to manage multiple tasks effectively in a fast-paced environment.
- Strong time management and organisational skills.
- Ability to develop and maintain positive relationships with a wide range of stakeholders.

Highly Desirable

- Sound working knowledge of the Synergetic school administration system.
- Previous experience in a similar role.

The successful applicant will be required to undergo a National Police Record Check and Working with Children Check.

Vision Statement

“I have come that they may have life, and have it to the full” John 10:10

Inspired by the life of Christ, our Presentation Heritage and the Salesian Charism, Nagle College is a Catholic community that welcomes, builds strong relationships, evangelises and prepares young people for life.