



Rosebank is a Good Samaritan Independent Secondary Catholic College in the Benedictine tradition, committed to the successful integration of e-learning and innovative pedagogy across the Curriculum.

Applications are invited for the following full time, permanent position:

## **Events Manager**

**Commencement Date: TBC**

This newly created role reflects the growth of the College and its commitment to promoting community engagement and celebrating the achievements of students and staff.

### **Key criteria:**

- Experience in coordinating, developing and delivering events, ceremonies and celebrations
- Experience in implementing events and programs to planned timelines and budgets
- Excellent communication and record keeping abilities
- The ability to multitask and prioritise
- Outstanding organisation, time management and attention to detail
- Excellent communication, interpersonal skills and the ability to work effectively within a team
- Understanding and supporting the Catholic ethos of the College

**Closing Date: 9 February 2018**

Applications must include a one page Cover Letter and a full resume including at least four contactable references, posted or emailed to:

The Principal, Rosebank College – 1A Harris Rd, Five Dock NSW 2046 /  
[principal@rosebank.nsw.edu.au](mailto:principal@rosebank.nsw.edu.au) - Tel: 9713 3119

For further information about Rosebank College and this position, visit our website:  
[www.rosebank.nsw.edu.au](http://www.rosebank.nsw.edu.au)

NB: Shortlisted applicants will be required to provide the College with their new NSW Working With Children Check number in order to be eligible for this position ([www.newcheck.kids.nsw.edu.au](http://www.newcheck.kids.nsw.edu.au))



## **Role Description**

### **Events Manager**

#### **Core Role Purpose & Accountability**

The Events Manager reports to the Principal through the Development Coordinator. As a member of the College Development Team, they fill the role of Executive Officer to the College Event Committees to assist in planning, implementing and evaluating events to ensure quality, consistency and continuity. The Events Manager is to ensure that all events reflect the core values of Good Samaritan and Benedictine Education.

#### **Role Responsibilities**

##### **Specific responsibilities of the Events Manager include:**

- Supporting College personnel to create, manage, promote and evaluate College events
- Establish planning and implementation protocols and processes for all major College events
- Liaise with Administration Team to ensure all event logistics are documented
- Oversee the production and distribution of event materials including programs and other promotional documents
- Document and maintain processes and systems to provide operational effectiveness
- Develop and manage specific fundraising events in consultation with the Principal and Development Coordinator
- Organise and further develop existing fundraising events (including annual Open Day stalls, Trivia Night, raffles), in collaboration with the Parents and Friends Association
- Research and identify potential funding and grant opportunities for the College
- Conduct post-event analysis including surveys and reports
- Any other duties as required by the College Principal or his / her delegate.

#### **ICT Skills / Experience required**

- Demonstrated experience in event management
- Knowledge, experience and understanding of working with performers, audio and lighting contractors, caterers, and other event providers
- Demonstrated experience in working to a budget and delivering events on budget and to timeline
- Knowledge of the Microsoft Office Suite (particularly Excel)
- Excellence communication and record keeping abilities
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#### **Required qualifications & personal attributes**

- Tertiary qualifications in Events/Marketing
- Have excellent communication, interpersonal skills and work effectively within a team
- Understanding and appreciation of the Catholic faith
- Preparedness to support the Mission, Vision and Strategic Plan of Rosebank College

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## **ROSEBANK COLLEGE MISSION STATEMENT**

Rosebank College is a Catholic, independent, secondary school that continues in the tradition of the Sisters of the Good Samaritan. Our school provides an environment for young women and young men that encourages a love of learning. We promote a balance between the spiritual, intellectual, physical and social development of the individual. Following the example of the Good Samaritan and in the spirit of the Rule of St. Benedict, we encourage a love of Christ, stewardship, hospitality, compassion and service to each other and the wider community.

We acknowledge the primary role of our families and welcome opportunities to work in partnership with them. As a Catholic community in a multicultural environment we are challenged to give strong witness to our role as advocates of justice. Rosebank is a Catholic, co-educational College operated by Good Samaritan Education that offers families in Sydney's Inner West a unique learning environment.

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## **OUR VISION**

The vision for Rosebank College is that it is known as a place of academic excellence, in which students are both supported and challenged. We strive to be a flexible and inclusive learning community, which reaches out to others in prayer, practice and perspective. Rosebank proudly maintains its traditions and aims to respond critically and intelligently to our changing world and its demands. We envision Rosebank as the school of choice for both staff and students; where they are engaged fully in their learning and use it to make a difference in their world.

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