



**OXFORD  
FALLS**  
GRAMMAR

## Job Description Events Facilitator

<b>Title:</b>	Events Facilitator
<b>Date Reviewed:</b>	September 2024
<b>Reporting to:</b>	Marketing Manager
<b>Supervised by:</b>	Marketing Manager
<b>Supervises:</b>	N/A
<b>Liaison with:</b>	Executive, Senior Leadership Team, Logistics Administrators, Event Hosts, Executive Assistants, Director of Risk & Compliance, Grounds Team, Year Advisors, Heads of Stage, Performing Arts, Sports, other staff, parents, P&C, C3 Church, external event venues, and camp venues.
<b>Department:</b>	Support Services
<b>Classification:</b>	Support Administration Services Level 4
<b>Multi Enterprise Agreement:</b>	NSW Christian Schools General Staff MEA 2020-2023
<b>Full Time Equivalent (FTE):</b>	8.30am - 4.30pm (37.5 hrs per week) x 40 wks (0.82 FTE)
<b>Qualification/ skills required:</b>	<ul style="list-style-type: none"><li>• At least three years' experience in an events role.</li><li>• Demonstrated experience with stakeholder management and event management/coordination.</li><li>• Excellent written and verbal communication skills, including presentation and interpersonal skills.</li><li>• Good business acumen with strong project management skills and ability to manage costs to budgets.</li><li>• Organised and flexible approach to planning, prioritising and time management.</li><li>• Ability to implement and manage under pressure</li><li>• Self-motivated and self-starter.</li><li>• Enthusiastic and inspirational for teams, organisers and event participants alike.</li><li>• Remain on the forefront of emerging industry practices</li><li>• Experience within a church setting is highly desirable.</li><li>• Available to work evenings and weekends, as required.</li></ul>

## Our Vision:

To develop in each child their unique qualities, equipping them to enjoy a successful, Christ-centred life.

## Our Ethos:

*For Greatness:* Developing confident servant-hearted people of strong character, purpose and attitude.

*For Excellence:* Empowering our community to aspire, learn and work to achieve their full potential.

*For Christ:* Providing a positive and meaningful experience of Christian faith, hope and life.

## Responsible for:

Providing consistent event management expertise and practical support to Event Hosts to facilitate the excellent running of events and camps, reflecting OFG's vision and ethos.

## Key Result Area

Specific Accountability	Performance Standards
Event improvement	<ul style="list-style-type: none"><li>• Lead the development, management, production and coordination of OFG events in service of Event Hosts</li><li>• Roll out a consistent approach to event management across the School and P&amp;C, whether onsite or offsite</li><li>• Ensure OFG events are appropriately branded in accordance with the School's marketing policies</li><li>• Introduce appropriate best practice through a continual improvement program for events and camps</li><li>• Implement a system that enables and anticipates long-term planning and effective event management</li><li>• Propose additional events to build community</li><li>• Evaluate events once completed to continually improve</li></ul>
Event management	<ul style="list-style-type: none"><li>• Provide valuable input into the calendar of OFG events</li><li>• Manage the full process of event management for OFG</li><li>• Drive efficient and effective implementation of all events</li><li>• Receive Variation to Routine forms from Event Hosts</li><li>• Review Risk Assessments for events and camps</li><li>• In conjunction with Event Hosts, maintain lists of specific duties for each event and liaise with each Event Host to ensure appropriate demarcation of tasks</li></ul>
Camps	<ul style="list-style-type: none"><li>• Liaise with Year Advisors, Heads of Stage and Classroom Teachers, as required</li><li>• Plan logistics for camps and excursions, including booking venues, collecting response forms with medical information, providing staff information packs</li></ul>
Catering	<ul style="list-style-type: none"><li>• Centralise ordering food for meeting and event catering</li><li>• In conjunction with relevant staff, arrange appropriate catering for meetings and events.</li></ul>
Stakeholder management	<ul style="list-style-type: none"><li>• Maintain strong, co-operative relationships with internal and external stakeholders and suppliers, especially the Event Hosts for whom the role directly serves.</li><li>• Manage booking sheet with C3 Church on behalf of OFG</li></ul>
Photography	<ul style="list-style-type: none"><li>• Take photos at school events and incursions as required</li></ul>



FOR GREATNESS



FOR EXCELLENCE



FOR CHRIST

OXFORD FALLS GRAMMAR

1078 Oxford Falls Road, Oxford Falls NSW 2100

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## OFG Events

This is an indicative list of events for which the Events Facilitator will be responsible for logistics, in close consultation with the Event Hosts, Logistics Administrators (for staff), and the Grounds team.

Area of the School	Events
Whole School events	<ul style="list-style-type: none"> <li>• Open Day</li> <li>• Schools Expo</li> <li>• Group Tours for prospective parents</li> <li>• Welcome to the year event for all parents</li> </ul>
Senior School events	<ul style="list-style-type: none"> <li>• Yr 12 Honour Lunch</li> <li>• Year 12 Graduation Dinner</li> <li>• Year 12 Graduation Ceremony</li> <li>• Yr 12 Last Stand event</li> <li>• Senior School Celebration Service</li> <li>• Student Representative Council Events, e.g. BBQs</li> <li>• HSC Showcase</li> <li>• Subject Selection Evenings</li> <li>• Year 7 Orientation Day</li> </ul>
Junior School events	<ul style="list-style-type: none"> <li>• First Day of School - New Students</li> <li>• Junior School Celebration Service</li> <li>• Grandparents Day</li> <li>• Junior School Orientation Days</li> </ul>
Performing Arts events	<ul style="list-style-type: none"> <li>• Dance Concert</li> <li>• Dance, Drama &amp; Music HSC showcases</li> <li>• Rockin' the Falls</li> </ul>
Sports events	<ul style="list-style-type: none"> <li>• Sports Awards Evening</li> </ul>
Chaplaincy events	<ul style="list-style-type: none"> <li>• Mega Chapel</li> </ul>
P&C events	<ul style="list-style-type: none"> <li>• Father's Day Breakfast</li> <li>• Mother's Day Breakfast</li> </ul>
Careers	<ul style="list-style-type: none"> <li>• Careers Expos</li> </ul>
Camps	<ul style="list-style-type: none"> <li>• Senior School camps by each year group</li> <li>• Junior School camps by each year group</li> </ul>
Catering (in consultation with Event Hosts)	<ul style="list-style-type: none"> <li>• Whole School staff events and meetings</li> <li>• Leadership team meetings, as required</li> <li>• Parent-Teacher interviews</li> <li>• Parent information evenings</li> <li>• Student Leaders Farewell morning tea</li> <li>• Hosting debating students from other schools</li> </ul>