



POSITION DESCRIPTION

Position:	Manager, Events
Department:	Marketing, Communications and Events
Reporting to:	Director, Marketing, Communications and Events
Directly Supervising:	Nil
Salary Range:	Band Level 3 \$66,200 - \$71,000 base salary, plus 10% Superannuation and Leave Loading 17.5%
Contact:	Sarah Lawrie - 9348 7532
Date:	March 2017

POSITION SUMMARY

The purpose of this position is to develop and execute events for the whole College at the highest standard. This includes:

- Development and execution of events for general promotion, fundraising and ceremonial purposes
- In conjunction with key stakeholders, development and execution of:
 - a program of events that will support the Colleges strategic priorities
 - a program of events that will enable engagement with key external stakeholders
 - a range of events targeted at the Alumni community which will enable the Advancement Team to further cultivate Alumni engagement
- Project management and delivery of up to 6 events or functions aimed at increasing brand profile and awareness
- Assist with the coordination of the Trinity College e-community
- Ensure efficient coordination of an event schedule for timely promotion of events throughout the wider community
- Develop a process for measuring and reporting on event outcomes.
- Actively identify and make recommendations for future events and functions that will support the College's broader strategic priorities.

SELECTION CRITERIA

1. A qualification, preferably in Event Management or related discipline, or significant related work

- experience.
2. Demonstrated work experience utilising outstanding administration and organisational skills in a similar role, preferably in events and/or marketing/communications.
 3. Outstanding interpersonal and communication skills (written and oral) within a culturally diverse education community or similar environment.
 4. Strong organisational and time management skills with ability to manage several projects simultaneously and to prioritise competing demands and tasks in order to meet deadlines.
 5. Demonstrated initiative, sound judgement and problem solving skills in the successful delivery of high profile quality activities
 6. The ability to positively contribute to and work within a team environment in addition to working independently.
 7. Well-developed keyboard and computer skills in Microsoft Applications, desktop publishing, website maintenance with exposure to a range of software.
 8. An understanding of Equal Opportunity, and commitment to equity and cultural diversity.
 9. An understanding of and commitment to compliance of Occupational Health and Safety requirements.

Further Information:

- Applicants must be Australian Citizens, Permanent Residents or hold a valid work permit or visa. If called for interview evidence of status will be required
- Applicants will be required to bring originals or certified copies of academic and other qualifications if called for interview.
- The successful applicant must secure, or be in the process of securing, a Working with Children approval.

KEY RESPONSIBILITIES

Event Management

1. Creation of an event calendar for the year
2. Manage online bookings and monitor RSVPs, payments and enquiries from event attendees
3. Prepare, distribute and organise sign-off of invitation lists
4. Record RSVPs via phone, email and maintain data
5. Coordinate design, sign off, production and distribution of invitations
6. Develop an online presence for appropriate events
7. Produce order of proceedings, name badges, place cards, table settings and event theming
8. Liaise with operations staff in terms of event requirements including catering, photographers, maintenance requests and enquiries from attendees
9. Arrange all travel and accommodation details for guest speakers (as appropriate)
10. Preparation of events budget and management of ticketing where applicable
11. Ensure the Senior Management Team is aware of event attendees
12. Manage post-event correspondence, records and reporting.

EXPERTISE, JUDGEMENT AND ACCOUNTABILITY

Expertise

The position requires the knowledge and skills to understand and apply technology, work practices and workflow in the work area. Knowing what to do and how to do it with limited instruction and guidance is expected for most tasks or transactions undertaken at this level. Understanding of equipment capability and quality standards are needed to organize and undertake the work and to explain to others what is practical and possible. Positions at this level generally require advanced keyboard skills.

Position may include gathering information, assessing content, processing applications, work scheduling and resource estimation. Typically, there is a common theme to the projects, problems, client groups, processes and how work is delivered.

Position requires the ability to obtain cooperation or assistance in the administration of well-defined activities. The purpose is usually to identify needs and convey factual information.

Judgement

Tasks in these positions are governed by established procedures, specific guidelines and standard instructions. Most work situations are recurring and procedures are established. However, established procedures or rules occasionally do not cover the situation faced.

Accountability

These positions provide services that are critical to the organization's attainment of core business objectives. Typically, it includes operational, technical, clerical and administrative tasks and duties.

Positions work to specific instructions or standard work procedures. Positions at this level are expected to maintain a system of accurate records and produce routine statistical information from that data.

Positions undertake a defined service with a clear direction and specification, requiring little discretion or participation beyond the completion of tasks or activities. The position adds value to the service through interpreting the information about the College or their particular work-specific area and aiding others.

OCCUPATIONAL HEALTH AND SAFETY (OHS)

All staff are responsible for safe work procedures and instructions.

Employees must:

- Cooperate with the College in relation to activities and training taken by the College to comply with OHS legislation as well as, Trinity College OHS Policy and Procedures.
- Comply with the OHS guidelines in the Staff Terms and Conditions.
- Adopt work practices that support OHS.

- Take reasonable care for their own health and safety and the health and safety of other people who may be affected by their conduct in the workplace.
- Seek guidance for all new or modified work procedures for work safe practices.
- Ensure that any hazardous conditions, near misses and injuries are reported immediately to the supervisor.
- Participate in meetings, training and other environment, health and safety activities.
- Not wilfully place at risk the health or safety of any person in the work place.
- Not wilfully or recklessly interfere with or misuse anything provided in the interest of environment health and safety or welfare.

TRINITY COLLEGE

Founded in 1872 as the first college of the University of Melbourne, Trinity College is a unique tertiary institution that provides a diverse range of rigorous academic programs for more than 2,000 talented students from across Australia and around the world. These programs include:

- The residential College for undergraduate and postgraduate students of the University of Melbourne, both resident and non-resident.
- Trinity College Foundation Studies (TCFS), a unique course which prepares high achieving international students for undergraduate entry to the University of Melbourne and other leading Australian universities.
- Trinity College Theological School (TCTS), which offers degree and other courses for training and forming Anglican clergy and others, on campus, online, and in parishes.
- Young Leaders Programs for Australian and overseas secondary school students.
- Various short courses.

Trinity promotes academic excellence across a balanced, all-round education that includes both 'breadth' and 'depth' of content, together with the development of ethical values, personal integrity, leadership and social responsibility. A Trinity education is further characterised by a high level of international engagement and a strong commitment to equity and diversity.

These educational programs are supported by the College Library, Art Collection and Archives, Information Technology, the College Chapel and Chaplaincy, Music – including a world-class Choir – Communications, Human Resources, and Finance and Administration – including finance, accounts, property and operations, and conferences and hospitality. The Advancement Office and Trinity College Foundation undertake friend-raising and fund-raising activities that benefit the College as a whole.

An Anglican institution, Trinity welcomes people of all faiths and none. The College celebrates, and is enriched by, the diversity of backgrounds of its staff and students.

Trinity College: Excellence, Community, Diversity, Society