



KINROSS WOLAROI
— SCHOOL —

Events and Alumni Officer

Candidate Information Pack

Closing Date: 14 August 2022

July 2022



About Kinross Wolaroi School

Kinross Wolaroi School is a co-educational Independent School of the Uniting Church. The School has a strong history of excellent academic results along with a diverse co-curricular program. Kinross Wolaroi School is a non-selective school with over 1100 students (including 330 boarders in Years 7 to 12), located in the NSW Central Tablelands in the city of Orange. The School has a proud tradition of educating young people in an environment where ideals are based solidly on friendship, spirituality, the security of family values, hard work and the pursuit of excellence to the very best of one's ability. The School offers the unique opportunity for co-educational learning with separate boarding sites for boys and girls. Students are provided with a holistic education with a varied curriculum to meet the diverse needs of our students.

The School has two main campuses. The main campus, called Wolaroi, is a picturesque campus of 20 hectares and accommodates the main teaching facilities as well as the boarding facilities for boys boarding. A second campus, called PLC, is located approximately five kilometres west of the main campus (on the opposite side of the city of Orange) and houses the girls' boarding facilities, a number of staff residences, a recreation and examination centre, an outdoor swimming pool and playing fields.

All classroom activities (the normal school day activities) for all students enrolled in Pre-Kinder and in classes from Kindergarten to Year 12 occur on the Wolaroi Campus. The main campus also includes a performance theatre, an auditorium, a sports complex including gymnasium and indoor swimming facilities, a medical centre as well as five playing fields.

For more information on the School, please visit www.kws.nsw.edu.au. In particular, you may wish to visit the Employment Opportunities page on our website, which has a helpful summary on the School's Community, employee benefits, and the beautiful regional city of Orange.



POSITION OBJECTIVES & RESPONSIBILITIES

Events and Alumni Officer

The Events and Alumni Officer role will be undertaken by a motivated and dedicated professional; one that is customer-focused and excels in taking responsibility for the management of events for the School. An enthusiastic approach will be backed by a thorough understanding of event planning to deliver positive outcomes for the School. The role will suit a customer focused professional, known for their friendly and polite demeanour, attention to detail and a positive ‘can do’ energy and enthusiasm.

The Events and Alumni Officer will also work to create and maintain a positive and constructive culture amongst past students, staff and parents, and will aim to engage regularly with a diverse and broad range of the School’s alumni. This will include taking responsibility for a range of ongoing and regular communications and events to engage and connect with the KWS alumni community, such as developing and delivering an annual calendar of events and managing the associated administration tasks.

It will be expected that as part of the role, the Events and Alumni Officer will have an active role in planning, organising and attending special events at and for the School such as ‘Open Days’, information sessions and other key dates of the School’s calendar. Possessing impeccable communications skills assures the Events and Alumni Officer will have confidence when dealing with internal and external stakeholders whilst being highly organised; effectively managing priorities in a dynamic environment.

Support for the culture of an Independent Uniting Church School is an essential prerequisite.

The Events & Alumni Officer can expect to liaise with:

- The Principal
- Head of Marketing and Engagement
- Heads of School
- The Business Manager
- Senior Management Team
- Key external stakeholders



POSITION DESCRIPTION

Duties related to the position include, but are not limited to the following:

Key Word	Duties
Portfolio Responsibilities	<ul style="list-style-type: none">• Responsibility for the strategic planning, organisation and execution of a wide range of events for the school to support strategic goals.• Collaborate with a wide range of internal and external stakeholders ensure optimal messaging and delivery of KWS brand, Mission, Vision and Values.• Ability to understand how this role and its outputs interacts with and impacts upon the broader strategic objectives of the School.• Plan, coordinate and manage a calendar of external and internal events on and off campus, organising and effective and efficient running of the events.• Oversee and have responsibility for the successful planning, coordination, execution and review of particular events or campaigns.• Plan and deliver appropriate communications relating to events.• Complete work tasks to agreed budgets, timeframes and standards.• Being willing and able to work out-of-hours, including weekends, when needed for events.



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Key Word	Duties
Alumni Relationships	<ul style="list-style-type: none">• The position will act as the primary support point for alumni and all alumni matters.• Provide the current student body with a connection to the alumni community via mentoring and direct invitation to be involved in the alumni community where possible.• Maintain connection of alumni and school body by exchanging news of key events of both the school body and the alumni community where relevant.• Ensure the efficient maintenance of the alumni databases by logging and adjusting contact details and information of alumni as necessary.• Develop, coordinate and evaluate programs and projects to promote alumni relations.• Plans, coordinate and attends events, meetings, or other activities as requested by the Head of Marketing and Communications.
Communication	<ul style="list-style-type: none">• Strategic internal and external messaging through event organisation and execution.• Review and refine the external event calendar to ensure prospective parents have appropriate and timely opportunities to experience the KWS culture.• Develop, deliver and evaluate a comprehensive annual program of KWS events.• Liaise with and provide event management support to staff and supporter groups that are organising community events.



Key Word	Duties
Compliance	<ul style="list-style-type: none">• Ensure the collection, use and storage of personal information is in accordance with the relevant State and Commonwealth legislation and the School's Privacy Policy.• Project management including risk-assessment and evaluation processes.
Reporting	<ul style="list-style-type: none">• Undertake timely and accurate reporting on the effective delivery of events including:<ul style="list-style-type: none">- financial information;- stakeholder information; and- customer feedback.
Administration	<ul style="list-style-type: none">• Complete administrative tasks and related functions required by the role.
General	<ul style="list-style-type: none">• Attend to any other matters thought appropriate for the position and consistent with the skills of the incumbent as directed by the Business Manager and Head of Marketing and Communications

Professional Review

This position description as outlined above is intended as a framework for professional review. The School reserves the right to alter roles and responsibilities requirements as required.

Reporting

In all matters concerning their employment, all employees are ultimately responsible to the Principal. However, for practical purposes these functions are delegated to the Business Manager. In your day-to-day duties you will be responsive to the directions of the Head of Marketing and Communication (the Supervisor).



SELECTION CRITERIA

General Expectations for staff at KWS:

- Support for the culture of an Independent Uniting Church School is an essential prerequisite for all employees.
- Willingness to support the Mission and Values of KWS.
- Serve as good ambassadors of the School. This includes conducting oneself in accordance with the professional standards of the School, including being well-groomed and professionally attire.
- Take an active interest in the general life of the School – supporting policies, procedures, aims and objectives to facilitate the day-to-day operation of, and promote a high quality of education within, the School.
- Attend staff meetings and training when required.
- Ensure all students and parents are provided with a quality service in a timely, efficient, and friendly manner.
- Maintain professional confidentiality concerning information about staff and/or students and their families.
- Ensure that all documents are prepared and presented in accordance with the School's Style Guide.

Personal Qualities

- Highly developed interpersonal skills with the ability to develop and maintain constructive working relationships at all levels across diverse groups, including teaching and non-teaching staff.
- High degree of discretion, initiative, and personal organisation.
- Ability to remain calm under pressure.



Essential Professional Criteria

- Excellent interpersonal communication skills with experience liaising and negotiating with a variety of staff, clients and representatives from other organisations
- Demonstrated high level organisational skills, including the ability to prioritise and manage multiple tasks concurrently to meet deadlines
- Experience working with databases, event management software and websites.
- Demonstrated ability to respect confidentiality and privacy with a proven understanding of privacy legislation.
- Sound working knowledge of Microsoft Office applications, in particular Excel, Word, Outlook and PowerPoint

Desirable Professional Criteria

- Relevant qualifications and/or demonstrated experience in an appropriate or comparable field.
- Demonstrated ability to propose and assist in the implementation of creative solutions, particularly in relation to staging events, planning promotional material, launches and displays.
- Demonstrated experience in project managing and conducting events with the ability to meet identified deadlines within budgetary constraints

Working with Children Clearance

The *Child Protection (Working with Children) Act 2012 (NSW)* applies for anyone working in child related employment. It is expected that a verified Working Children's Check Clearance will be provided before commencement of duty for any role at the School and that the employee will ensure this clearance is maintained and updated as required whilst ever employed at KWS.



COVID-19 Vaccination

It is an expectation of employment that all staff comply with School policy requiring staff to be fully vaccinated against COVID-19 or other diseases (as advised by the School) and you providing the School with evidence it considers satisfactory regarding vaccination. Being fully vaccinated may include additional doses and booster injections.

Workplace Health & Safety

- Be informed of and comply with WHS legislative and associated requirements (as employer makes information available, employee is to take steps to understand how it applies to self).
- Observe Kinross Wolaroi School WHS Protocol.
- Identify WHS information and training needs for self.
- Be involved in WHS projects according to priorities set by consultative processes and management direction.
- Comply with WHS initiatives as directed and agreed with management and consultative processes.
- Comply with safe work procedures as instructed by supervisor or manager.
- Comply with legal and reasonable instructions from employer representatives.
- Report all hazards, accidents and incidents to your supervisor and comply with WHS committee recommendations.



APPOINTMENT CONDITIONS

Employment will be offered on the basis of a permanent, full-time role. The full-time working hours are 76 hours per fortnight being 8:30am to 4:36pm Monday to Friday. However, the nature of the position will inevitably involve working outside these hours on occasion to meet critical deadlines or business requirements.

Employment will be offered subject to a period of probation, defined as six months in accordance with the *Fair Work Act 2009 (Cth)*.

The terms of employment are governed by the *Independent Schools NSW (Support and Operational Staff) Multi-Enterprise Agreement 2021 (MEA)* as it applies from time to time, or any industrial instrument that replaces the MEA. The position of Events and Alumni Officer is classified at Administrator Level 3.3 of the MEA. In 2022 the annual salary for the classification of Senior Clerical Officer Level 3.3 is \$77,947 (FTE) plus Superannuation at the SGC rate.

Comprehensive terms and conditions of appointment will be the subject of a separate employment agreement.

Right to Work in Australia

Kinross Wolaroi School is not in a position to sponsor entry into Australia. In applying for an Australian based position, you will be expected to already have a valid Australian work permit (permanent residency or applicable work visa). Information on Australian visas and working entitlements are available from the Department of Immigration.



APPLICATION

To make a confidential enquiry about the position, please contact Madeleine Bennett, Human Resources Advisor on mbennett@kws.nsw.edu.au.

Before submitting your application, please ensure that you have:

- Carefully reviewed the position description and ensure that you understand the role you are applying for and that it is suited to your skills, experience and qualifications.
- Your cover letter is the School's first opportunity to assess your suitability for the position. Your letter should provide insight into not only what you have achieved but also who you are.
- Please ensure that you have addressed the Essential Criteria in your Cover letter.
- Ensure that your CV clearly outlines your qualifications (including the institution and the date completed), career history and current contact details.
- You will need to include at least two referees at the end of your CV. Please provide referees names and current positions. Referees will not be contacted without your prior agreement.

Cover letter and CV can be submitted to mbennett@kws.nsw.edu.au

or addressed to

Madeleine Bennett
Human Resources Advisor
Kinross Wolaroi School
Locked bag 4
Orange NSW 2800

Preferred applicants will be screened in accordance with Child Protection legislation.