

# Community Engagement & Event Associate

## Purpose & Outline of Role

The Community Engagement & Event Associate plays a pivotal role in advancing the School's strategic objectives by cultivating a strong sense of purpose and connection within the Queenwood community and extending that spirit to the broader community through engaging, well-executed events and initiatives.

The role promises significant variety and visibility, placing the Community Engagement & Event Associate at the heart of key community, alumnae and stakeholder engagements. The role supports the School's ethos and profile, builds long-term loyalty and goodwill, and enriches opportunities available to Queenwood students through strong relationships and meaningful connections.

The Community Engagement & Event Associate will engage with a diverse range of stakeholders, including current students and alumnae, current and former staff, current, former and prospective parents, friends and benefactors of the School, neighbours, local councils and businesses, and community organisations at local, state and national levels.

## Reporting and Working Relationships

The Community Engagement & Event Associate will report directly to the Dean of Professional Practice & Strategic Projects and ultimately to the Principal. On a day-to-day basis they will work closely with the Executive staff, Heads of Department, and the Admissions, Marketing and Communications Teams as required.

## Employment Basis

This is a full-time, permanent role. The position requires flexibility, including attendance at a range of school activities and events outside normal working hours. Occasional evening, weekend, and out-of-hours commitments are an inherent requirement of the role.



## Role Responsibilities

### *Core Event Tasks*

In taking responsibility for these events, the Community Engagement & Event Associate will ensure that all aspects of planning, communications and implementation run smoothly. Tasks will include but are not limited to:

- booking venues and caterers.
- coordinating printed materials (programs, menus, posters, invitations etc).
- decorations, photography, publicity.
- managing bookings, RSVPs, venues, AV, transport.
- coordinating activities and ensuring appropriate risk assessments.
- hospitality for guests.
- personal attendance to manage logistics (including out of hours).

The Community Engagement & Event Associate will also:

- Assist in managing other events as needed, including but not limited to events for prospective parents (e.g. orientation, open and introductory days).
- Where required, photograph/record events (for which basic training in photography will be provided) for use in communications.
- Prepare detailed annual plans and provide regular reports to Dean of Professional Practice & Strategic Projects on activities and outcomes.
- Undertake other projects or duties as specified by the Principal or Dean of Professional Practice & Strategic Projects from time to time.

### *Current School Community*

The Community Engagement & Event Associate will:

- Provide strategic advice on developing events and programs to engage current parents and friends of Queenwood to further the School's objectives.
- Devise, deliver and continually review an annual program of events to ensure stakeholder engagement and a strong, positive public profile for the School.
- Liaise with the Marketing and Communication Teams and other key staff to ensure that events are well publicised and community relations needs are incorporated into the School's overarching communications strategy.



- Support the Queenwood Parents' Association (QPA) with administrative requirements (e.g. contact lists, handbooks, publicising events) and liaise with them on issues relating to communications and events (but not school operational matters). While also ensuring that their school-based or large-scale events run smoothly and consistently with the School's requirements.
- Events for which the Community Engagement & Event Associate will be responsible include but are not limited to:
  - Formal school occasions such as School's Birthday, Foundation Day, Senior Service, Valette Assembly, Speech Day.
  - Celebrations and dinners such as Year 12 Formal, Valedictory Dinner, Balmoral Lecture Dinner, Rowing Dinner.
  - Audience arrangements for performances such as school concerts, dramatic performances, Carol Services etc.
  - Parent and community events such as the Balmoral Lectures, Mothers'/Fathers' Day breakfast, Family & Friends Day, major fundraising events (e.g. Red Shield, 50Km Walk), large-scale Expos/Information evenings.
  - Official alumnae events whether on- or off-site.
- Support the implementation and ongoing delivery of the development strategy as required.

### *Alumnae*

The Community Engagement & Event Associate will:

- Devise, plan, publicise and execute an annual programme of alumnae events (including events for alumnae living outside Sydney).
- Ensure such events maximise attendance by alumnae, generate goodwill towards the School, and engage alumnae not just with each other but with the School today.
- Manage all such events and regularly review their success (including by surveys and other feedback).
- Build and maintain a strong relationship with alumnae.
- an events plan.
- Use alumnae records to identify opportunities for the School (e.g. potential speakers, advisors, Governors etc.).



- Collaborate with key staff to identify networking opportunities and events which enrich opportunities and strengthen connections between current students, current and former parents, alumnae, and other friends of the School.

*School History and Archives (as relevant to events and engagement)*

The Community Engagement & Event Associate will:

- Demonstrate familiarity with the School's history as it relates to events, celebrations and engagement activities
- Identify key anniversaries and milestones and support the planning and delivery of associated events
- Work collaboratively with relevant staff to ensure archival materials are appropriately used to support engagement initiatives and School storytelling

**Key Competencies**

- The ability to think strategically, develop and implement a detailed vision and contribute to whole-school strategic planning.
- Strong communication interpersonal skills with adults and children from a wide range of backgrounds.
- Commitment to providing the highest possible service and attention to detail in the stewardship of community relationships.
- Ability to lead, motivate and manage diverse teams of people.
- High level administrative, organisational and event management skills.
- Strong IT skills and the ability to implement data-management systems and processes, including the use of data to underpin strategy development.
- Willingness to work flexibly including attendance at events out of normal business hours.
- Understanding of and experience in budget processes and financial controls,
- An understanding of change management and the ability to engage colleagues to bring about sustained change.
- Genuine and demonstrable commitment to educational excellence and an empathy with the ethos and ideals of Queenwood.



## Personal Attributes

- Calm, warm, collegial, and professional demeanour.
- Confident, flexible, 'can do' approach with the ability to respond professionally and resourcefully to the unexpected.
- Excellent written and oral communication skills.
- High level organisational and planning skills with strong attention to detail.
- Outstanding work ethic, including a willingness to work flexibly when required.
- Aptitude to coach, motivate and manage people.
- Initiative, maturity of judgment, resilience.
- Ability and willingness to evaluate and critically reflect upon own professional practice.
- Ability and willingness to contribute positively to the wider life of the School and support its values.

## Concluding Remarks

This position description gives an indication of the scope and nature of work that an employee at this level may be expected to perform. However, the statement does not restrict the employer's right to require the employee to perform any task that is within the employee's competency and skill that is reasonable incidental to or associated with the position held.

## Work, Health & Safety

The School is committed to providing a healthy and safe workplace for everyone. All staff have a responsibility to take reasonable care for their own safety and that of everyone else at school or involved in school activities. As such, you must comply with reasonable Workplace Health and Safety instructions, policies and procedures, including the provision of care to students within the scope of your role. You will also participate in school safety, such as by completing risk assessments, addressing hazards and reporting safety incidents.



## Applications

Please email applications and/or send enquiries to: [employment@queenwood.nsw.edu.au](mailto:employment@queenwood.nsw.edu.au)

Applications should include:

- Your WWC number
- Resume & cover letter addressing the criteria / position requirements
- Queenwood Non-Teaching Staff Application Form: [Employment Form \(Non-Teaching\)](#)
- Your email address
- Names and phone numbers of three confidential referees

The successful applicant must be legally permitted to work in Australia and hold a valid working with children clearance in NSW.

Applications will be reviewed as they are received, and interviews may be scheduled at any time during the recruitment process. Queenwood reserves the right to close applications and/or withdraw the advertisement at any stage should a suitable candidate be identified.

## Statement of Commitment to Child Safety and Wellbeing

Queenwood is dedicated to creating a safe and child-friendly environment for all children and young people in our care. We emphasise a zero-tolerance policy for child abuse and harm, prioritising the best interests of students and their safety. The School is fully committed to complying with child protection laws and regulations, and we aim to foster a child-safe culture. Every member of the school community is responsible for ensuring the wellbeing and safety of all students, with a focus on keeping students' safety paramount in all their actions and decisions.

Please note that as part of our recruitment process, all prospective candidates are subject to rigorous background, qualification and employment checks, including the verification of references.

