

POSITION DESCRIPTION

Position name	Community Relations & Events Officer
Classification	College Administration Services, Grade 3, Level 3 Scotch College Adelaide Enterprise Agreement 2024
Line Manager	Director of Community and Marketing
Key Relationships	Development team, the broader Scotch community, all staff members and volunteers.

Our Purpose:

Scotch College Adelaide is an ambitious and aspirational ELC to Year 12 learning community committed to knowing, nurturing and challenging every individual within our care. We exist to empower young people to transform their world and its future through extraordinary learning, wellbeing and life experiences.

Guided by our values of Courage, Integrity, Inclusivity and a Commitment to Tomorrow, we cultivate curious minds, strong character and meaningful connections. We believe education should inspire young people to understand themselves, engage deeply with others and contribute positively to a changing world.

As a community of learners, wellbeing underpins everything we do. We seek to create an environment in which students and staff alike can flourish, embrace challenge, and confidently navigate the opportunities and complexities of the future.

Position Objective: Why this role matters

The Community Relations and Events Officer provides administrative, reception and event support to the Director of Community and Marketing, contributing to the delivery of community engagement initiatives and College events that strengthen connections across the College community.

The role fosters positive relationships with students, families, staff, alumni, volunteers and visitors through professional customer service, effective communication and the coordinated delivery of high-quality events and experiences.

Position Overview: What this role will contribute

The Community Relations and Events Officer is responsible for the administration and coordination of nominated College and community events, including event logistics, stakeholder communication and operational support. The role also oversees front-of-house reception services, managing enquiries and providing a welcoming first point of contact for the College.

The position requires a hands-on approach to event delivery, including participation in event bump-in and bump-out activities, manual handling tasks and occasional work outside normal business hours. Working closely with staff, volunteers and community members, the incumbent demonstrates strong organisational skills, adaptability and a commitment to service excellence.

Scotch College Adelaide

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Key Responsibility Areas:

1. College and Community Events

- Coordinate, organise and implement assigned events across the College.
- Adhere to and update detailed event run sheets.
- Maintain records, including event profit and loss statements, and track all expenses, ticket sales and auction income within individual event spreadsheets.
- Liaise with volunteers and internal departments regarding event requirements.
- Raise internal maintenance, catering and audiovisual (AV) requests and obtain quotations as required from relevant departments.
- Source quotations from external suppliers and vendors for approval, and coordinate bookings for events.
- Complete event risk assessments as required.
- Organise and coordinate event logistics within approved budgets and agreed scope.
- Attend and support community events as required, including outside normal business hours.
- Assist with the organisation and delivery of events for various community groups.
- Process and enter all event-related invoices into the Alii accounts system.

2. Community Engagement and Communications

- In conjunction with the Director of Community and Marketing and the Head of Marketing collect collateral for nominated events for use on social media.
- Schedule and compile communications for assigned events with the Head of Marketing
- Communicate with Parents and Friends and parent support groups

3. Administrative Support

- Provide general administrative support within the Community and Marketing team
- Maintain records on synergetic (CRM) for the community data base, mainly event attendees and dietaries.
- Maintain current records of sponsorship received on excel and synergetic
- Provide reception cover over lunches and school holidays

4. Work Health Safety and Wellbeing

- Undertake manual handling activities associated with event delivery in a safe manner.
- Take reasonable care of, and cooperate with actions taken to protect the health and safety of self and others
- Report all accidents, incidents and hazards as soon as is practicable
- Read and adhere to all Scotch WHS guidelines and policies and undertake required training.

Key Selection Criteria: Qualifications, Experience, Knowledge and Personal Attributes

Qualifications & Certifications

- Relevant diploma level qualifications are an advantage (not essential)
- Attainment and maintenance of a valid Working with Children Check (WWCC)
- Attainment and maintenance of the 'Responding to Risk of Harm, Abuse and Neglect – Education and Care' (RRHAN-EC) qualification at the masterclass level
- Certification in the Department for Education's 'Protective Practices for staff in their interactions with children and young people' online training module.

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Experience and knowledge

- High attention to detail, and organization skills essential, including follow up, pre and post events
- Strong communication skills both written and verbal, community focus is a must
- High end customer service or customer facing experience required
- Confident in picking up new systems ie comfortable with technology, computer apps and platforms.
- Three or more years demonstrated experience in successfully coordinating multiple events/tasks, projects and engagement activities concurrently
- Awareness of and willingness to comply with relevant legislative instruments, including but not limited to the 'Protective Practices for staff in their interactions with children and young people Guidelines' and College policies and procedures.

Personal attributes

- Demonstrated ability to build positive relationships and communicate effectively with a diverse range of stakeholders, including parents, volunteers and community members.
- Strong organisational, planning and time management skills, with the ability to prioritise competing demands and maintain a high level of attention to detail.
- Commitment to delivering exceptional customer service, with a proactive and community-focused approach.
- Proven ability to work independently, exercise initiative and self-motivation, and contribute effectively as a member of a small team.
- Demonstrated professionalism, sound judgement and the ability to maintain confidentiality when handling sensitive information.
- Open, approachable and empathetic manner, supported by highly developed interpersonal skills and a commitment to positive stakeholder experiences.
- Capacity to undertake manual handling activities associated with event delivery, including event set-up and pack-down, and work flexible hours as required.

Conditions of Employment:

- Must be eligible to work in Australia
- Must satisfy child protection screening and adhere to Scotch's Child Protection policy and procedures
- Position is employed under the terms and conditions of the Scotch College Adelaide Enterprise Agreement

Finally

No position description can capture the complexity of tasks within a College. Therefore, this position description should not be limiting and some flexibility is required when using it for reference. There will be other tasks, not described above, that may be given to this position from time-to-time. All positions evolve and change over time, and the College commits to regularly review and update position descriptions to accurately reflect the contribution of employees.

This role may require reasonable out of hours work. Scotch College respects employee's right to disconnect and will communicate with the incumbent regarding when out of hours work is anticipated and discuss reasonable ways to minimize disruption to personal life.

Scotch College is a child-safe organisation and committed to the safety and wellbeing of children and young people. We undertake appropriate screening and suitability assessments to determine the commitment of applicants to supporting child safety and wellbeing values in practice.

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