



# College Events Coordinator

<b>Title</b>	College Events Coordinator
<b>Classification</b>	Full Time (Ongoing) – Teaching
<b>Tenure</b>	3 Year Position of Leadership (2027 – 2029)
<b>POL Level</b>	POL 3
<b>Time Release</b>	14 x 70-minute periods
<b>Category</b>	Teaching Staff
<b>Key Report</b>	Vice Principal Staff & Operations Director of Students Programs
<b>Award</b>	Catholic Education Multi-Enterprise Agreement 2022
<b>Membership</b>	Operations Team OHS Team

## Purpose of the Position

The College Events Coordinator is responsible to the Director of Student Programs and Vice Principal Staff & Operations for the coordination, administration and oversight of all excursions, incursions and experiential learning activities across the College, in accordance with Catholic Regional College Caroline Springs policies and procedures.

Working in close collaboration with the Director of Student Programs, the College Events Coordinator plays a central operational role in ensuring all student programs are planned, communicated and delivered effectively, safely and consistently. The role oversees the logistical coordination and administration of all Activities, Camps and Excursions (ACE) processes through EMS360 and associated consent and risk management platforms, ensuring compliance with all College, MACS and legislative requirements.

The College Events Coordinator works collaboratively with teaching and support staff to support the educational value of student programs, while ensuring high-quality communication, risk management, operational consistency and minimal disruption to College operations. The role also supports the ongoing development of systems, processes and staff capability in relation to excursions, incursions and experiential learning opportunities across the College.

As a member of the College staff, the College Events Coordinator will promote and uphold the Catholic values of the College and present a positive and appropriate public profile. The College Events Coordinator will actively participate in the implementation of the College vision and mission statement and be guided by the College motto of 'Live Fully Act Justly'.



## Key Contacts

- Director of Timetabling & Operations
- Learning & Teaching Team
- Wellbeing Leadership Team
- Sports Coordinator
- Assistant Sports Coordinator
- Music Performance Coordinator
- Daily Organisation Coordinator
- College HR & Compliance Manager
- Teaching and Support Staff

## Key Roles and Responsibilities

The College Events Coordinator is responsible for the operational coordination and administration of all excursions, incursions and experiential learning activities across the College.

The role works closely with the Director of Student Programs and Vice Principal Staff & Operations to ensure all student programs are effectively planned, communicated, compliant and aligned with College expectations.

The College Events Coordinator will:

- coordinate the planning and administration of all excursions, incursions, camps and experiential learning activities across the College
- oversee the day-to-day administration and management of the Activities, Camps and Excursions (ACE) processes within EMS360
- regularly review EMS360 submissions to ensure accuracy, completeness and compliance with College expectations and timelines
- support staff in the planning and organisation of excursions and incursions, ensuring alignment with educational objectives and operational requirements
- maintain oversight of excursion and incursion timelines, approvals and communications to ensure efficient and timely processes
- work collaboratively with the Director of Student Programs and Director of Timetabling & Operations to minimise disruption to timetabled classes and College operations
- maintain accurate and up-to-date records relating to excursions, incursions, risk assessments, staffing allocations and consent processes
- oversee the administration and effective use of Consent2Go and other relevant consent platforms for all student programs
- ensure all communications to parents and carers regarding excursions and incursions are clear, accurate and aligned with College expectations
- provide guidance and support to staff in the effective use of EMS360, Consent2Go and associated operational systems
- assist in the development and delivery of staff training and support materials relating to excursion and incursion processes



- review risk assessments and supporting documentation to ensure compliance with College policies, duty of care obligations and risk management expectations
- work collaboratively with the College HR & Compliance Manager to ensure all processes and procedures relating to student programs remain compliant and current
- maintain oversight of staffing allocations for excursions, camps and co-curricular activities in alignment with College and Award requirements
- coordinate logistical requirements for excursions and incursions, including transport, staffing, communications and operational arrangements
- proactively identify opportunities to improve systems, workflows and operational consistency relating to student programs
- collect and analyse feedback relating to excursions, incursions and experiential learning opportunities to support continuous improvement
- collaborate effectively as part of the College Operations Team
- undertake other duties as directed by the Principal, Vice Principal Staff & Operations.

## General Qualifications

- Full VIT Registration
- Master of Education and/or Leadership, or equivalent (advantageous)
- Accreditation to Teach in a Catholic School (advantageous)
- Accreditation to Teach Religious Education and/or Lead in a Catholic School (advantageous)

## Experience, Knowledge and Skills

- demonstrated experience in coordinating excursions, incursions, camps and/or experiential learning programs within a secondary school setting
- highly developed organisational and administrative skills, with the ability to manage multiple competing priorities and strict timelines
- strong understanding of compliance, duty of care and risk management requirements associated with student activities, camps and excursions
- demonstrated experience using EMS360, Consent2Go and/or other relevant educational management and consent platforms
- highly effective communication and interpersonal skills, with the ability to work collaboratively with staff, students, parents/carers and external providers
- demonstrated ability to develop and maintain effective operational systems and processes
- strong attention to detail and ability to maintain accurate records and documentation
- demonstrated capacity to provide training, guidance and support to staff in operational processes and systems
- ability to exercise sound judgement, maintain confidentiality and manage sensitive matters with professionalism
- demonstrated commitment to continuous improvement and ongoing professional learning
- capacity to work collaboratively within a dynamic operational and leadership environment



## Child Safety

All members of staff share in the responsibility for the prevention and detection of child abuse, and must:

- Have a clear understanding of Ministerial Order 1359 on Child Safety as it relates to the College's Code of Conduct, policies, procedures and practice
- Have a sound understanding of the eleven child-safe standards
- Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety
- Provide students with a child-safe environment
- Uphold a zero-tolerance attitude towards child abuse
- Ensure cultural safety for Aboriginal children and children from culturally and/or linguistically diverse backgrounds
- Provide a safe and accessible environment for children with a disability
- Implement strategies that promote a healthy and positive learning environment.

## Key Selection Criteria

1. The capacity to provide leadership that is characterised by a commitment to the Catholic Faith and our College motto Live Fully Act Justly
2. A proven capacity to provide leadership that is characterised by a strong desire for continuous improvement, lateral thinking and innovation
3. Demonstrated expertise in coordinating and managing excursions, incursions, camps and experiential learning activities within a secondary school environment
4. Highly developed organisational and administrative skills, with the ability to manage complex operational processes, competing priorities and strict timelines
5. Demonstrated understanding of compliance, risk management and duty of care requirements associated with student activities, camps and excursions
6. Highly effective interpersonal and communication skills, with the capacity to collaborate effectively with staff, students, parents/carers and external providers
7. Demonstrated experience in the effective use of EMS360, Consent2Go and/or other relevant operational and consent management platforms
8. Proven success as an exemplary teacher

## Final Statement

The purpose of the position description is to provide an overview of the major tasks and responsibilities of the position. It is not intended to represent the entirety of the position. The incumbent may be requested to perform other tasks, not specifically stated, and the Principal may modify the position description in consultation with the incumbent from time to time, depending on the operational needs and requirements of the College.