

EVENTS AND SCHOOLS MANAGER

COMMUNITY RELATIONS GROUP

COLLINGWOOD

At Anglicare Victoria, we create opportunities to transform futures. Everything we do is to prevent, protect & empower disadvantaged Victorian children, young people and families.

Over the last five years, Anglicare Victoria has undergone a period of rapid growth, developing new and evidence-based programs, providing one of the largest foster care services in Victoria, and last year launching Australia's largest social impact bond. This approach was recognised with a listing as one of the *Australian Financial Review's* top 100 most innovative companies in 2018.

Anglicare Victoria is currently seeking an experienced Events and Schools Manager to join our Community Relations group.

This role is an integral part of the communications department and responsible for the planning, management and development of internal and fundraising events that are aligned to reflect Anglicare Victoria's objectives. This role manages every aspect of an event and works closely with clients, colleagues and management to celebrate the work we do. This role is also responsible for developing and extending our relationship with schools.



Position details

Position	Events and Schools Manager
Program	Community Relations Group
Hours	Part Time
Hours per week	30.4
Duration	Ongoing
Fixed term end date	N/A
Location	Collingwood
Reporting Relationship	This position reports directly to Team Leader, Western Foster Care
Effective date	March 2019

Position Objectives

1.	To execute engaging events that connect with potential donors, clients of Anglicare Victoria, Staff, Volunteers including Foster carers and the broader community.
2.	Manage the three state-based signature events planned annually on time and deliver within budget.
3.	Manage Stakeholder demands to ensure that all their needs are met and the views of the organisation, volunteer relationship management and participant experience are balanced.
4.	Identify new opportunities for events that support the organisation's objectives.
5.	Manage and extend the Agency's relationships with schools.

Key responsibilities

The key responsibilities are as follows but are not limited to:


1.	Manage the execution for Anglicare Victoria's major events, including external fundraiser Altitude Shift; the annual all-staff celebration, the Chairperson's Awards; the celebratory event for Children's day and oversee the annual Christmas Toy and Food Appeal.
2.	Daily tasks include managing budgets, collecting and processing payments, handling initial enquiries, compiling detailed event orders.
3.	Working with internal and external partners to develop and implement a schools engagement plan.
4.	Supervise an events administrator role and external contracted vendors.
5.	Develop events report, evaluations and recommendations.
6.	Build and maintain stakeholder relationship and negotiation skills.

Key Selection Criteria

The Key Selection Criteria are based on role-specific requirements **and** the Anglicare Victoria Capability Framework. Applicants are required to provide a written response to **both** a) and b).

a) Role-specific requirements

Applicants are required to provide a written response to the role specific requirements. Each of the role specific criteria are to be addressed individually (no more than 2 pages in total).

 <p>Role Specific</p>	1. Exceptional planning and organisational skills, and innovative in approach, with the flexibility to adjust to different events.
	2. Excellent verbal and written communication skills, with attention to detail.
	3. Proven experience developing risk and incident management plans and monitoring safety procedures.
	4. Demonstrated experience managing events, with a proven ability to multitask, work under pressure and within required deadlines.
	5. 5-8 years+ in event fundraising/public relations and/or marketing fields.

Key Selection Criteria (continued)

b) Anglicare Victoria Capability Framework

Applicants are required to provide a written response to the Anglicare Victoria Capability Framework. Applicants are to describe how they demonstrate the characteristics in each of the two nominated capability groups; **Personal Qualities** and **Relationship and Outcomes** (no more than 1 page in total).

The Anglicare Victoria Capability Framework describes the capabilities required to meet the expectations of clients, colleagues and communities in today's changing environment.

These capabilities work together to provide an understanding of the knowledge, skills and abilities required of all employees.

Personal Qualities



Displays Resilience

Thrives in a changing environment. Handles ambiguity.

Maintains a positive attitude and continues to deliver exceptional results in the face of challenging situations.

Has a learning mindset

Shows drive and motivation and a commitment to learning. Strives for continual improvement by looking for ways to challenge and develop.

Brings an innovative approach, fresh thinking and curiosity to develop practical solutions.

Shows cultural awareness

Respects difference in all its forms.

Values diversity as a strength and positively utilises diversity.

Relationships and Outcomes



Puts clients first

Acts to make a real difference in their work.

Is passionate about providing exceptional service to clients, customers and end-users.

Works collaboratively

Collaborates with others and values their contribution. Skilled at building strong and authentic relationships.

Demonstrates technical and professional acumen

Creates distinctive value for clients and Anglicare Victoria by applying a range of technical and professional capabilities to deliver quality outcomes.

Leading People



Manages, coaches and develops people

Engages, motivates employees and volunteers to develop their capability and potential.

Inspires direction and purpose

Creates a positive and engaged team environment.

Communicates goals, priorities and vision and recognise achievements.

Leads change

Leads, supports, promotes and champions change, and assist others to engage with change.

Occupational health & safety (OHS)

Anglicare Victoria is committed to ensuring the health and safety of its employees and any other individuals present in our workplaces.

In achieving and maintaining workplace health and safety, Anglicare Victoria will apply best practice in OHS in accordance with statutory obligations at all times.

All Anglicare Victoria employees, contractors and volunteers are required to:

- take reasonable care for their own health and safety and for that of others in the workplace by working in accordance with legislative requirements and the company's OHS policies and procedures
- take reasonable care their actions or omissions do not adversely affect the health and safety of themselves and others
- cooperate with any reasonable directions, policies and procedures relating to health and safety in the workplace
- report all injuries, illness or 'near misses' to their Supervisor or Manager
- participate in relevant health and safety training based on roles and responsibilities
- as required, participate in the development and implementation of specific OHS hazard and risk management strategies.

In addition to the above, positions with supervision or management responsibility are required to ensure a safe and healthy work environment for all employees, clients, contractors and visitors. This can be achieved by ensuring all people are aware of and have access to OHS policies, procedures, training and reporting systems.

Cultural Safety in the Workplace

Anglicare Victoria recognises the important and unique contribution Aboriginal and Torres Strait Islander employees make by bringing their unique skills, knowledge and experience to the workplace. They also contribute important insight into how Anglicare Victoria can provide for and engage with Indigenous clients and communities more effectively.

Our Reconciliation Action Plan (RAP) and Workforce Strategy outlines Anglicare Victoria's commitment to leading and facilitating sustainable employment, training, retention and career development opportunities for Aboriginal and Torres Strait Islanders people.

Conditions of employment

- An attractive remuneration package will be negotiated with the successful applicant. Salary Packaging is offered with this position.
- All offers of employment at Anglicare Victoria are subject to a six-month probationary period. The staff member will be asked to participate in an annual performance review linked to objectives set out for the position.
- All offers of employment are subject to a satisfactory Criminal History Check, a current Driver's License and Employment Working with Children Check prior to commencement.

Acceptance of Position Description requirements

To be signed upon appointment

Employee

Name:

Signature:

Date:
