

**Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all employees, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed.**

Position Title	Events Coordinator	Reference: October 2023
Function/Department	Communications & Community Engagement	Location: AIS
Manager Title	Head of Communications & Community Engagement	
Position Type	Permanent	
Position Status	Full Time	

## Position Objective

The Events Coordinator serves as a key figure in orchestrating the seamless planning and implementation of school-wide events for parents and stakeholders at the Australian International School. Reporting directly to the Head of Communications and Community Engagement, the position also works in close collaboration with the Community Engagement (CE) Manager to manage and execute CE events including picnics and other social gatherings aimed at fostering community engagement. An important competency for this position is the tight management of allocated budget, an uncanny eye for detail and superb stakeholder management skills.

In terms of scope, your primary function is to coordinate events and resources, this involves working with a myriad of stakeholders beyond immediate colleagues in the Communications and Community Engagement department. Independence is also key, as you must be capable of concurrently managing multiple events, utilizing tools such as Gantt charts to manage deadlines and key milestones effectively.

On occasion, this position extends to supporting sub-school events such as Music Ensemble, Presentation Day and Valedictory Dinner. In such instances, you are expected to closely collaborate with all parties involved, including the management of volunteers and personnel from various departments. A close working relationship with multiple internal departments—such as communications, marketing, admissions, and facilities—as well as academic teams is essential. You will possess exemplary event management skills, a service-focused approach, outstanding organisational and planning capabilities, and robust stakeholder communication and management skills.

## Responsibilities

### Event Planning and Coordination:

- Plan and execute a range of events, including but not limited to school orientations, picnics, valedictory dinners, cultural celebrations, and music ensembles.
- Liaise with internal departments to ensure smooth coordination and execution of events.
- Provide support to teachers and academic leadership in delivering successful events and initiatives.
- Act as a liaison between the school and external organisations for collaborative events, such as Waitangi Day celebrations.
- Assist in budgeting and financial planning for events, ensuring cost-effective execution.
- Coordinate the booking and supervision of venues for various events, both on and off campus.

- Collaborate with external vendors for school photo shoots, including roster planning and coordination.
- Collaborate with academic colleagues during special assemblies if there are external VIPs such as the High Commissioners of Australia and New Zealand.

## **Social Media and Communication Support:**

- Assist with occasional photo-taking and social media posts related to events.

Perform any other duties as assigned by the Head of Communications.

It is the job holder's responsibility to promote and safeguard the welfare of children and young people for whom they are responsible, or with whom they come into contact with and compliance with the relevant Cognita Safeguarding Child Protection Policy and Procedures should be adhered to at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, they must report any concerns to the School's Designated Safeguarding Lead or to the Head or indeed to the Cognita Regional Safeguarding Manager so that a referral can be made accordingly to the relevant third party services.

## **Position Requirements**

- Events specialist, with a strong eye for detail.
- High level of digital literacy and willingness to learn new software programs, as required to manage functions of the role.
- Strong interpersonal and influencing skills to motivate and work cooperatively with others.
- Ability to work independently and to manage multiple high priority tasks in a fast paced, highly demanding environment.
- Strong organisational, prioritising, and time management skills.
- Awareness of commercial sensitivity and demands for confidentiality.
- Adaptable and willing to take on a range of tasks, including occasionally outside scope of work, as directed by the Head of Communications and Community Engagement.

## **Qualifications**

- Degree/Diploma qualification in events management or a related field.
- 5 years' experience in events management.
- Experience in dealing with stakeholders at all levels.
- Experience working with expatriates and community.
- Photography experience.

## Contacts

- Head of Communications and Community Engagement
- Community Engagement Manager
- Head of School and Senior Academic employees
- Teachers, parents and students

## Working Conditions

- Office location within a school environment at Lorong Chuan
- Working collaboratively within a diverse team
- Occasional out of hours and/or weekend work will be required from time to time

## Terms of Employment

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- Working Hours: **8:00 am – 5:00 pm, Monday to Friday**
- Annual Leave: **21 working days per annum**
- Medical Benefits: **Group Medical Insurance**
- Sick Leave/Hospitalisation Leave: **60 days hospitalisation leave including 14 days sick leave**
- Probation Period: **3 months from date of commencement**
- Reference Check: **Required**
- Background check: **Required**