



POSITION DESCRIPTION

EVENTS MANAGER

Context

Rosebank College, Five Dock, is a Good Samaritan, Benedictine, Catholic co-educational school committed to innovative pedagogy with strong learning outcomes across the Curriculum for Years 7 to 12.

Rosebank College belongs to the community of ten schools across Australia called Good Samaritan Education (GSE). Established in 2011 by the Sisters of the Good Samaritan, GSE schools offer quality Catholic education in the Good Samaritan Benedictine tradition. Rosebank is guided by the Good Samaritan Philosophy of Education and shaped by its commitment to the values of our spiritual tradition, including stewardship, mutuality, prayer, hospitality, humility, discernment, justice and peace. The College is committed to developing students who will engage with today's world as grounded, hope-filled young people who are equipped to lead wisely, to listen deeply and to treat their neighbour and their environment with justice, love and the compassion of Christ.

Rosebank College is incorporated and governed locally by a Board of Directors who are accountable through the Company Members to GSE.

Core Role Purpose & Accountability

The Events Manager is responsible for leading the planning, delivery, and execution of all major College-wide events. This role ensures that every event reflects Rosebank College's mission, values, and strategic priorities, while fostering meaningful engagement with both the College community and external stakeholders.

In addition to event management, the Events Manager plays a key role in developing clear and engaging communications tailored to diverse audiences. This includes preparing scripts, speeches, briefings, event programs, stakeholder correspondence, and social media campaigns to ensure each event is professional, polished, and impactful.

The Events Manager reports to the Principal through the Communications and Engagement Manager.

The Events Manager role is primarily responsible for the following:

Strategic Leadership & Oversight

- Providing leadership and direction for all major College-wide events, ensuring quality, consistency, and alignment with College priorities. This includes setting standards of excellence for event design, execution, and evaluation.

Event Planning and Delivery

- Leading the day-to-day and end-to-end planning, logistics, and delivery of College events, including high-profile ceremonies, celebrations, fundraising initiatives, and community gatherings.

Stakeholder Engagement

- Acting as the key liaison to ensure the College is consistently and professionally represented at all events. Work closely with the Leadership Team, staff, and relevant departments to shape event vision, objectives, and outcomes. Build strong relationships with external stakeholders, including sponsors, suppliers, and partner organisations.

Marketing & Communications Integration

- Partnering with the relevant stakeholders and Communications and Engagement Team to ensure all events are effectively promoted and aligned with the College's communication strategies, overseeing the creation and coordination of promotional materials, event campaigns, and post-event communications.

Evaluation & Continuous Improvement

- Establishing event reviews and reporting processes that capture key learnings and participant feedback, and drive continuous improvement in event management practices, tools, and resources across the College.

Values Alignment

- Ensuring all College events reflect the values of Good Samaritan and Benedictine Education by modelling the College's mission of hospitality, inclusivity, and excellence in every aspect of event delivery.

Role Responsibilities

Specific responsibilities of the Events Manager include:

Contributing to the Implementation of the College's Vision and Mission and the Building of the College Community in the Tradition of the Good Samaritan by

- Upholding the Benedictine value of service to others in the community
- Providing a standard of service which will support the realisation of the College's Vision and Mission and Good Samaritan ethos
- Supporting perspectives that are consistent with the Catholic ethos of the College and the Strategic Plan
- Participating in and supporting College and community events
- Attending College liturgical celebrations as required
- Developing harmonious relationships with staff and students via daily interactions

Providing Professional and High-Quality Support Services in the Management of College Events by

Strategic Leadership and Oversight

- Lead the design, planning, delivery, and evaluation of all major College events.
- Provide clear direction and leadership to staff, committees, and volunteers involved in event delivery.
- Establish, maintain, and continually improve planning frameworks, protocols, and processes to ensure efficiency, consistency, and best practice across all College events.
- Anticipate potential issues and resolve them proactively, escalating to the Leadership Team when required.
- Ensure all events reflect College values, align with strategic priorities, and meet compliance obligations.

Major College Events

Lead the development, management, and review of all whole-school and large-scale College events, including but not limited to:

- College Assemblies (in consultation with the Assistant Principal, ensuring compliance with health and safety obligations).
- Year 12 Graduation program (Assembly, Mass, Dinner, Formal) and the Year 10 Transition Dinner (in consultation with the Assistant Dean of Administration – Senior School).
- Large-scale College events include Open Day, Benedict Day, PACE Presentation Evening, the bi-annual College Musical, and other signature events.
- Parent and community events, including the Parent Welcome and Information Evening, Reflection Days, Rosebank Rally, Professional Development Week, InnovatED Showcase, Year 7 Induction/Orientation, and other events as required.
- Provide leadership and support to College event committees in planning, delivering, reviewing, and evaluating major events.
- Manage logistics for large-scale events (200+ attendees), including catering, presentation materials, and coordination of staff and volunteers.
- Partner with the Ministry Team to coordinate College Masses and Liturgies (e.g., Opening Mass, Ash Wednesday, Holy Week, Mother's Day, Men Who Matter, Social Justice Day, End of Year Mass, and other liturgies as required).
- Oversee all associated logistics, including preparation of presentation materials, liaison with the Principal's Office for external visitors, catering arrangements, and staff volunteer management.

Community Engagement and Alumni

- Leading the planning and delivery of community events such as Parent Welcome and Information Evenings, Rosebank Rally, InnovatED Showcase, Reflection Days, and Orientation programs, working with relevant Deans or event representatives.
- Coordinate alumni and community initiatives, including Trivia Night, Alumni Reunions, College-related student activities (if required), and Parents & Friends events, in collaboration with the Community Engagement Liaison.
- Oversee on-site logistics for key community and alumni events (e.g., Open Day, Trivia Night, Alumni Reunions, Study Tours (if applicable), ensuring smooth execution in collaboration with the Community Engagement Liaison.

Operational Management

- Manage event budgets, approvals, and documentation in collaboration with relevant stakeholders.
- Ensure risk management, compliance, and health and safety obligations are met.

- Oversee the production and distribution of event materials (e.g., programs, promotional content, videos).
- Manage all event logistics, including catering for large-scale events (200+ attendees), IT/AV requirements, livestreaming, and post-production editing.
- Collaborate with the IT Team on pre-recording and/or livestreaming, and with the Communications Designer on post-production editing and content distribution.
- Maintain processes and systems to ensure operational efficiency, with clear timelines and budgets for all events and related projects.

Collaboration and Reporting

- Work closely with the Leadership Team, Assistant Principal, and Communications and Engagement Manager to ensure strategic alignment of all events.
- Provide regular reports, debriefs, and recommendations to enhance event quality and delivery.
- Specify staff requirements, delegate responsibilities clearly, and coordinate activities across the College to ensure effective event execution.
- Chair any relevant event planning meetings (as required) to set agendas, track timelines, and drive accountability; support other Committee Chairs (Teaching staff) as needed.
- Provide feedback and periodic reports to Event Committees, Leadership Team members, and the Communications and Engagement Manager, including service and event improvements recommendations.
- Proactively identify and resolve issues before event day, escalating to the Leadership Team as necessary.

Contributing to the Service and Professionalism of the College Support Staff Team by

- Modelling a positive and welcoming environment to maintain and promote College Events
- Engaging in support staff meetings and providing relevant updates as needed
- Modelling flexibility and teamwork by taking on other roles and tasks within the support staff team as needed from time to time
- Taking leadership of College-wide events, and supporting communications and engagement priorities to achieve a positive and nurturing learning community for students and staff
- Be committed to ongoing personal planning and professional development to enhance the level of service presented.

Other Duties

- Undertake any other responsibilities directed by the Principal, Communication and Engagement Manager, or their delegate.

Hours of Work

8.00 am – 4.00 pm (including school holidays)

Given the nature of the role, the Events Manager will be required to perform work outside these hours to support event demands on behalf of the College. When an event requires a later finish time, the incumbent Communications and Engagement Manager will agree upon the daily span of hours (i.e., later start times).

The College may vary this Position Description in response to the changing needs of the organisation.

ROSEBANK COLLEGE MISSION STATEMENT

We encourage a love of Christ, stewardship, hospitality, compassion and service working in partnership with our families, our staff and the broader community.

As a Catholic community, we give strong witness to our role as advocates of equity, diversity and justice. As a local community, we strive to support programs and partnerships focused on collaboration, giving, service and care. As global citizens, we respond critically and intelligently to our changing world, its demands and the educational and personal challenges of our students. We commit to sustainability and environmental responsibility.

OUR VISION

Rosebank's Vision is to be a community of faith for all to realise their full potential through personal leadership and lifelong learning.

We strive to develop leaders committed to personal excellence who:

- Nurture the importance of self-leadership and leadership of others
 - Embrace opportunities with agility and imagination
 - Respond with empathy and act with determination and compassion
 - Accept humility and service as a source of strength to empower others
 - Act as brave and critical thinkers who persevere with challenges
 - Advocate with moral courage for the good of others and our environment
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