



FLINDERS

CHRISTIAN COMMUNITY COLLEGE

Hope & Purpose through Christian Education

Event and Co-Curricular Administrator

1. POSITION IDENTIFICATION

Title	Events and Co-Curricular Administrator	Level	Grade 3 1.0 FTE per Campus with 3 weeks unpaid leave during the end of Term 1, 2 and 3 school holidays.
Campus	Carrum Downs Campus	Agreement/Award	Flinders Non Teacher EBA
Reporting To	Direct – Administration Manager	Date effective	January 2027
Last updated	October 2026	Position No.	tbc

2. INHERENT REQUIREMENTS

Purpose

We bring hope and purpose to our community through Christian education.

Vision

To be a Transformative Christian Learning Community.

Values

We value:

- Love, Faith, Integrity, Humility, Grace, Excellence, Perseverance.

All employees at Flinders Christian Community College model and demonstrate the reality of the Gospel by the way they undertake their employment responsibilities and by the way they live. Every activity undertaken by the College must be characterised by love, mercy, forgiveness, reconciliation, humility and justice, all elements demonstrated by Christ's life, death and resurrection, which is the core of the Gospel.

Employees agree with the College's:

- Purpose, Vision, Values, Philosophy of Christian Education;
- Statement of Identity;
- Statement of Faith;
- Nicene Creed and Apostles Creed.

Employees shall have an in-depth knowledge of the ethos of the College (below) and the principles by which it operates, and must be willing to support these unreservedly.

3. CULTURE AND VALUES

Ethos

All employees are expected to:

- Uphold the practical demonstration of Faith in Christ and the College's underlying Christian beliefs and ethos in dealing with others
- Comply with Biblical standards of equity, justice, fairness and compassion in dealing with others within and beyond the College
- Act responsibly to protect the safety and security of our students and other staff at all times
- Encourage positive behaviours and attitudes in students and others that demonstrate respect for all

- Perform duties in a responsible and professional manner, with due regard for the College's policies and other legal requirements and obligations
- Exert responsible stewardship of College resources
- Promote and protect the College's reputation in the wider community
- Act appropriately when a conflict arises between the individual's personal interest and their duty to the College.

Employees must support the College values and policies, and conduct themselves in a way which is consistent with this ethos. Specific expectations of employees are detailed in the College's Policy Handbook which is located on the Colleges' intranet.

4. RISK AND COMPLIANCE

It is the responsibility of every staff member to actively participate in the management of risk and to ensure a safe work environment for themselves, their co-workers, students and the college. This position description is subject to the Risk Management Strategy/Policy and OHS Policy. The employee must ensure that prescribed tasks are performed subject to established risk assessments and safe work practices. To that end, the following are also requirements of this role:

- a. Report all hazards observed including any potentially unsafe work practices;
- b. Report all incidents of injury or near miss;
- c. Actively Participate in all professional development and training regarding Risk management and OHS;
- d. Cooperate with any reasonable request for action to ensure the safety of self and others and the mitigation of risk to the College.

5. CHILD SAFETY

Our College is committed to child safety. We have zero tolerance of child abuse. Our robust People and Culture practices are strictly adhered to ensure that all employees understand their obligations with respect to Child Protection and the College's commitment to keeping our children safe.

6. PURPOSE OF POSITION

The role is responsible for the planning, coordination and administration of Camps, Excursions, School Productions and major College events across the Campus. The position partners with Heads of Campus, Heads of Sub-School, Teaching staff and Event Coordinators to ensure the successful delivery of programs and events through effective project management.

7. WORKING RELATIONSHIPS

Reports to: Administration Manager

Key relationships with: Heads of Sub-schools, Heads of Teaching and Learning, Teachers in charge of camps, Front office and Business Office staff, Heads of House and Heads of Faculty.

Works closely with: ECCA at the other campus to optimise resources and budgets.

8. ACCOUNTABILITIES AND RESPONSIBILITIES

Camps & Retreats Administration

- Co-ordination of camps and retreats program for Campus and support of Heads of Sub-School, HoTL's, Camp coordinators and Teachers leading the camp
- Camps & Retreats Calendar planning
- Supporting Teachers with the completion of EIRRA's
- Booking and co-ordination of all accommodation and activities for Camps
- Request booking of transport with Flinders Business Office
- Liaison with Sub-school admin in partnership to action Camps permission and communication coordination with all families
- Co-ordinating of Camps and Retreats across Campus to achieve optimised budget outcome.
- Managing the Camps and Retreats database ito planning, calendar, Consent2Go proposals and planning etc.

Excursion Support	▪ Assisting Teachers In Charge and Heads of House etc. with booking and administration of all excursions. ▪ Supporting teaching staff with the completion of EIRRA's ▪ Booking and co-ordination of all travel, accommodation, logistics, activities for all Excursions ▪ Liaison with Sub-school admin staff to action Excursion permission and communication co-ordination with all families. ▪ Co-ordinating of Excursion across campus to achieve optimised budget outcome. ▪ Managing the Excursion database into planning, calendar, Consent2Go proposals and planning etc.
Support of major Campus and Cross-Campus Events	▪ Supporting the administration team with the coordination, planning and running of major Campus events. Events including but not limited to: ○ Flinders Anniversary Celebration events ○ All Staff days ○ Cross Campus Sports Carnivals ▪ Supporting the Production Co-ordinator with Campus productions: ○ Communications with student families ○ Sourcing and comparing venues ○ Facilitating ticket sales ○ Liaison with Marketing for production of Marketing collateral ▪ Planning and co-ordination of twice yearly Parent Teacher Interviews per sub-school: ○ Allocating times in Campus weekly schedules ○ Planning and communication with teaching staff ○ Technology liaison and co-ordination for IT set-up for teaching staff diaries. ○ Technology liaison and co-ordination for IT set-up for family bookings with teachers. ○ Family communications ▪ Planning, co-ordination and supporting Head of Campus to book and arrange the Campus Staff Retreat day.
Hiring of Campus Facilities	▪ Administration of all the hiring of all Campus facilities, i.e.: Basketball courts to the local Basketball associations.
Equestrian Admin Support (TY Campus only)	▪ Flinders representative on the TY Flinders Equestrian parent volunteer group to ensure we cover all risk, compliance and communication from a Flinders perspective.

9. WORK RELATED REQUIREMENTS / SELECTION CRITERIA

Essential knowledge:

- Previous Administration experience in an educational setting.
- High-level competency in the use of Microsoft Office including Outlook, online resources, and database solutions.
- Knowledge of Synergetic data base considered advantageous.
- Excellent organisational, time management, co-ordination, analytical and problem-solving skills, together with a demonstrated ability to prioritise workload, work with competing demands to meet deadlines, be flexible in responding to changing work priorities with a demonstrated ability to anticipate and action work.
- High level interpersonal, communication and presentation skills including the ability to provide advice

and support required by a range of stakeholders at all levels within and external to the organisation.

- Excellent interpersonal skills, including the ability to engage a wide range of stakeholders in areas of common interest.
- Excellent written and oral communication skills and the ability to communicate in a variety of contexts.
- An ability to work as part of a team and independently to complete duties accurately and within deadlines. Highly developed customer service skills, with an understanding of cross-cultural issues.

Skills:

Teamwork/collaboration

Developing and using collaborative relationships to facilitate the accomplishment of work goals. Ability to negotiate and deal with difficult issues in a sensitive and professional manner, coupled with conflict resolution skills; demonstrated ability to use tact and discretion in establishing and maintaining effective working relationships.

Initiative

Taking prompt action to accomplish objectives; taking action to achieve goals beyond what is required; being proactive. To actively contribute to the enhancement and development of the administration of the Front Office, and as such requires sound judgement.

Customer focus

Making customers (students and parents) and their needs a primary focus of one's actions; developing and sustaining productive customer relationships.

Ability to clearly communicate changes in procedure to both staff and students and parents as they arise.

Managing Work Priorities

Effectively managing one's time and resources to ensure that work is completed in an effective and timely manner.

Ability to stay calm under pressure and be flexible to handle unexpected circumstances.

Planning and Organising

Establishing courses of action for self and others to ensure that work is completed efficiently.

Ability to multi-task and be flexible in a busy environment.

Attributes:

Maintain and build relationships with engaged Staff and students, taking a high-level service approach. Keeping the vision and values of FCCC at the forefront of decision-making and action.

10. OTHER POSITION DIMENSIONS

NUMBER OF STAFF DIRECTLY REPORTING TO POSITION	Nil
ALLOWANCES/SPECIAL CONDITIONS	Nil
SPECIALISED EQUIPMENT/SPECIAL LICENCE REQUIREMENTS	Working With Children Check First Aid qualification (Level 2) is considered advantageous.
OTHER	