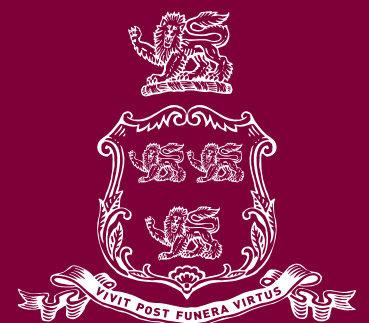



# THE HUTCHINS SCHOOL APPLICANT INFORMATION



**HUTCHINS**  
ESTABLISHED 1846



# Community Engagement and Events Co-ordinator

## Full time | term time only (0.843 FTE)

### Welcome and introduction

The following information has been compiled to give you a better understanding of what is expected of staff when they are part of the Hutchins community. We encourage you to visit our website ([www.hutchins.tas.edu.au](http://www.hutchins.tas.edu.au)) should you require further information about the School.

### The role

The Community Relations Team at Hutchins is looking for a Community Engagement and Events Co-ordinator. This is a great role which will see you provide highly effective administration and events support to the functions of the Community Relations Team.

To be successful in this role you will need to have amazing time management skills and be able to multi-task with numerous things on the go at one time. You will also be a decision maker who can produce accurate work to a deadline and work well in a small team environment.

This position is a permanent, full time (term time only) position. A Position Description is included later in the pack for further information about the role.

### Selection criteria

To be considered for this role candidates will need to address the following selection criteria questions and address each of these in the application in their cover letter.

The successful applicant in this process will have:

1. What qualities do you possess that would make you an outstanding Community Engagement and Events Co-ordinator?
2. Describe how you have provided support that has contributed to a successful event ensuring stakeholder satisfaction and demonstrate use of a database management system and Microsoft Excel to extract a variety of information and lists.

## Submitting your application

Your application for this role must include a copy of your curriculum vitae with at least two workplace referees and a cover letter of no more than two pages that addresses the selection criteria. Please combine your cover letter and curriculum vitae as a single PDF document, addressed to the Principal of The Hutchins School.

**Applications for this role must be submitted by 9.00am Tuesday 28 March via Seek.**

For further information please contact [humanresources@hutchins.tas.edu.au](mailto:humanresources@hutchins.tas.edu.au).

## Next steps

All applications will be acknowledged.

Shortlisted candidates will be invited to attend an interview and provided updates by phone. Unsuccessful applicants will be notified at the completion of the recruitment process by email.

The information you provide to us during this process will be treated with respect. To find out about how we safeguard your personal information please refer to our Privacy Policy.

## Safeguarding children

The School is committed to protecting children and young people from harm. We require all applicants who are to work with children and young people to undergo an extensive screening process prior to appointment, a process that includes – but is not limited to:

- a Registration for Working with Vulnerable People (RWVP) check;
- a national criminal history record check; and
- medical checks (as required).

All staff at the School are required to hold a current Registration to Work with Vulnerable People for the duration of their employment with the School.

Teachers must also be registered with the Teachers Registration Board of Tasmania and uphold their Code of Professional Ethics and Professional Teaching Standards.

The School will not employ a person who is deemed a prohibited person based on the information received during the screening process.

All applicants with direct contact with children and young people are required to attend at least one face-to-face interview.

These recruitment and screening procedures have been developed to ensure that we recruit personnel who are suitably qualified and committed to providing professional, safe and enjoyable education to children and young people.

For more information on the School's commitment to safeguarding children and young people, please read the Safeguarding Children and Young People Policy.

## References

We conduct a minimum of two reference checks for all shortlisted candidates.

All applicants are expected to provide a minimum of two professional referees. These referees must be:

- a representative of current or most recent employer; and
- must have had a direct managerial relationship and be capable of commenting on tasks, abilities, and relationships with colleagues.

Personal referees are not preferred. However, if there is no option but to include a personal referee, then that referee:

- may not be related to the applicant;
- must have known the applicant for at least 12 months; and
- must be able to vouch for the applicant's reputation and character.

All referee checks will involve direct contact with the referee. Written character references will not be accepted.



# About The Hutchins School

## History

The Hutchins School was founded in 1846 as a memorial to The Venerable William Hutchins, first Archdeacon of the colony of Van Diemen's Land.

Hutchins commenced operations under Headmaster J R Buckland at Ingle Hall in lower Macquarie Street, one of the oldest homes still standing in Hobart. In 1849 it moved to a purpose-build schoolhouse on Macquarie Street designed by Tasmanian architect William Archer. The Buckland family's combined 46 years in charge of Hutchins served to set the School on a distinguished educational and spiritual path, and it continues to expand and develop to this day.

The School opened a new sub-primary facility in Sandy Bay in 1947, before adding the Memorial Oval in 1955 and the Junior School in 1957. The Senior School followed in stages after the purchase of the former Queenborough Cemetery in 1960. The boarding house, science wing, administration block and classrooms, all opened in 1964.

The Macquarie Street building was sold in 1965 and Hutchins commenced full operations at Sandy Bay the following year, gradually adding a Middle School, Early Learning Centre, chapel, gymnasium, auditorium, sports grounds and performing arts centre.

### Our vision

Hutchins provides an inspirational education where each student strives to achieve their personal best and is willing to serve their community as an informed and active citizen; locally, nationally and globally.

### Our mission

Hutchins is an Anglican school whose supportive, learning community works together to nurture the character of our students.

### Our values

As a community, we aspire to be people of integrity who act with humility, kindness, courage and respect

### Our faith

A Christian life, as a response to Jesus Christ, is commended and encouraged at Hutchins. We express our Christian values in welcoming and respecting members of all faiths, beliefs and traditions.

### Our commitment

The Hutchins School community is committed to providing an age and stage holistic education with a focus on the wellbeing of our students. We aim to inspire students to be creative and adaptable by providing them with the skills to lead and succeed in their global future.

If you have any further queries about The Hutchins School and/or the advertised role, please contact [HumanResources@hutchins.tas.edu.au](mailto:HumanResources@hutchins.tas.edu.au).



THE HUTCHINS SCHOOL

# Position Description

## Community Engagement and Events Co-ordinator

<b>Reporting to:</b>	Community Engagement and Events Manager
<b>Direct reports:</b>	N/A
<b>Full Time Equivalent (FTE):</b>	0.843 (term time only)
<b>Classification:</b>	School Administration Services (SAS) Level 3
<b>Role-specific check(s):</b>	Tasmanian Registration for Working with Vulnerable People (RWVP)

### Background and context

The Community Relations Team supports the Principal to build strong and enduring relationships with our parent/carer community and other important community stakeholders. The team maintains and enhances our traditions, reputation and brand position within local, national and international communities and ultimately builds enrolments for the School.

The Community Engagement and Events Co-ordinator provides effective administration and events support to the functions of the Community Relations Team.

### Key Relationships

- Community Engagement and Events Manager
- Advancement Co-ordinator
- Executive Assistant (EA) to the Deputy Principal/Head of Senior School
- Maintenance Team
- Catering Team
- Enrolments Team
- Archivist
- Reception staff
- Gap staff
- Hutchins School Old Boys' Association (HSOBA) committee
- Supporter groups
- Information Communication Technology Department
- AV Technician

<b>Document title and version:</b>	<b>Authorised by:</b> HR Advisor	
Printed copies are uncontrolled. For the latest version please refer to SharePoint Online.	<b>Date of issue:</b> March 2023	Page 1 of 4

## Key accountabilities

- Assist the Community Engagement and Events Manager with the delivery of events in collaboration with relevant staff, including administrative duties such as preparing guests lists, name tags, mail-merges, printing of relevant documents (invites, programs), and large mail-outs.
- Liaise with internal and external stakeholders including local councils for permits, sign permissions and State Government departments for liquor licences etc.
- Co-ordinate the logistical arrangements for events including event programs, labels, transportation and accommodation bookings.
- Provide administration support for Marketing and Communications when required.
- Support and assist with alumni engagement via social media communications and events.
- Use the alumni engagement platform The Hub to create events, latest news, send communications, and prepare newsletters.
- Maintain accurate records for alumni, community and events via Synergetic, our management database.
- Create spreadsheets via MS Query and crystal reports, maintain the Synergetic database, Toucan Tech (Old Boys' website) and other relevant information.
- Distribute and respond to incoming and outgoing email and respond to telephone enquiries.
- Liaise with service providers including venues, accommodation and catering, to obtain quotes, confirm services and co-ordinate arrangements for events.
- Prepare purchase orders and invoices for payment.
- Provide backup support to parent/carers and community communications (via EdSmart).
- Undertake other tasks and projects to support the Community Relations office as directed by the Community Engagement and Events Manager.
- Assist with set up, run and pack up of events.

There may be occasions when out of hours work is required. This will be discussed in advance with the Community Engagement and Events Manager.

## Position Criteria

### Essential

- A qualification in a related field and/or equivalent experience is desirable.
- Proven experience preparing a variety of business documents to a high standard.
- Proven experience with accurate data entry, maintenance and reporting of data from information databases.
- Previous experience in a relevant reception or administration role that has significant interaction with members of the public would be desirable.
- Experience in event co-ordination including planning and execution.
- Experience in the use of social media platforms such as Facebook.

- Experience in the use of communication platforms such as EdSmart.
- Hold a current Registration to Work with Vulnerable People (Tasmania).
- Hold a current Senior First Aid Certificate (desirable).

### Desirable

- Excellent verbal, written communication and people skills.
- Demonstrated high level time management skills.
- Ability to make decisions and work autonomously within the scope of the role.
- Ability to complete accurate work to a deadline.
- Ability to work well in a small team.
- Ability to work in an organised, efficient and confidential manner
- Ability to use Microsoft Office applications at a high level, with emphasis on Excel.

## Safeguarding children and young people

Our school takes child protection seriously, and as an employee of The Hutchins School, you are required to meet the behaviour standards outlined in our [Practice and Behaviour Standards](#) and [The Hutchins School Code of Conduct](#), as updated from time to time, and to adhere to the requirements of the [Safeguarding Children and Young People](#) and [Mandatory Reporting](#) policies.

As a part of your duties and responsibilities, you are also required to:

- provide a welcoming and safe environment for children and young people;
- promote the safety and wellbeing of children and young people to whom we provide services;
- ensure that your interactions with children and young people are positive and safe;
- provide adequate care and supervision of children and young people in your charge;
- act as a positive role model for children and young people;
- report any suspicions, concerns, allegations or disclosures of alleged abuse to management;
- maintain valid 'working with vulnerable people' registration; and
- report to management any criminal charges or convictions you receive during the course of your employment/volunteering that may indicate a possible risk to children and young people.

## Work Health and Safety (WHS)

The School is committed to achieving the highest attainable standards of Work Health and Safety (WHS) for its staff, students and visitors. As a member of staff, you will be required to:

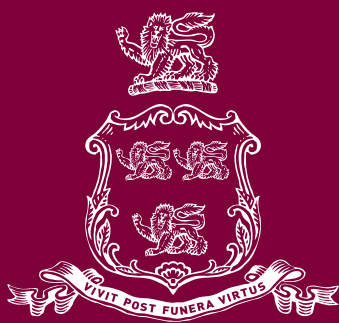
- take reasonable care for your own health and safety.



- take reasonable care that your acts or omissions do not adversely affect the health and safety of other persons.
- comply, so far as the worker is reasonably able, with any reasonable instruction that is given by The Hutchins School to allow the School to comply with the Work Health and Safety Act; and
- co-operate with any reasonable policy or procedure of the school relating to health or safety that you have been notified of.

## Our values

As a community, we aspire to be people of integrity. All staff at the School are expected to model the School's values, inspiring and encouraging others to do the same. The School values humility, kindness, courage and respect.



**HUTCHINS**  
ESTABLISHED 1846

**THE HUTCHINS SCHOOL**  
71 Nelson Road, Sandy Bay  
Tasmania 7005 Australia  
T (03) 6221 4200  
info@hutchins.tas.edu.au  
www.hutchins.tas.edu.au

Follow us      

The Hutchins School Board as established by The Christ College Act 1926  
ABN 91 133 279 291 CRICOS 00478F

