



## Loyola College Position Description

### COMMUNITY ENGAGEMENT & FACILITIES COORDINATOR

#### **Role:**

The Community Engagement and Facilities Coordinator role at Loyola College plays. The role will play a pivotal role in managing and coordinating the external use and hire of Loyola College facilities, supports the Registrar across a range of enrolment related tasks and provides additional administrative assistance to the College & Community Engagement Team.

#### **Venue Hire responsibilities include:**

##### **1. Client Coordination:**

- Act as the main liaison between external clients and the college, providing information, guidance, and support throughout the venue hiring process.
- Respond promptly to inquiries, provide quotes, and negotiate terms of venue rental agreements.
- Act as the main liaison between casual staff and the college for venue hiring management, providing information, guidance, and support throughout the recruitment and service processes.

##### **2. Reservation Management:**

- Maintain an up-to-date schedule of available venues and ensure accurate bookings through the Loyola College Learning Management System.
- Coordinate logistics for events, including staffing, audio-visual requirements with an external provider, and other specific client requirements.

##### **3. Facility Oversight:**

- Co-ordinate related venue hiring documentation in-line with policies and procedures.
- Oversee the collection of rental fees, deposits, and invoices, and ensuring timely payments.
- Conduct site visits with potential clients to showcase available venues and discuss event requirements.
- Collaborate with internal departments to ensure smooth operations, including facilities and technical support for events.

##### **4. Relationship Building:**

- Cultivate strong relationships with clients, vendors, and stakeholders to promote repeat business and positive referrals.
- Gather feedback from clients to continually improve services and facilities.

#### **Other responsibilities include:**

##### **5. Assistant to the Registrar:**

- Assist and support the College Registrar in the overall process of student registrations.
- Attend to enquiries regarding enrolment at the College.
- Scan and document enrolment applications via the school's Student Management System - Synergetic.
- Other tasks as directed by the Registrar.

#### **Office Administration responsibilities include:**

##### **• Reception**

Providing support at College Reception as required. This may include attending to incoming telephone enquiries, recording Late Arrivals/Early Leave of Students, conduct general photocopying and administration tasks, maintaining and monitor student attendance (student absentee line) and following up on roll inaccuracies with respective teachers.

## **6. Loyola College Alumni Association (LCAA) Secretary:**

- Providing organisational support for all annual Alumni-related events.
- Attendance at all Loyola College Alumni related events - including those held outside of school hours.
- Acting as Secretary to the Loyola College Alumni Association (LCAA) Committee including minute-taking responsibilities at each meeting.
- Providing further administrative support as requested by the Director of College and Community Engagement for all matters pertaining to the Loyola College Alumni Association.
- Other duties as directed by the Principal and/or Director of College and Community Engagement.

### **Personal Traits:**

- Ability to work with minimum supervision.
- Work as a team member.
- Excellent interpersonal skills and ability to relate to all sections of the Loyola community including staff, and suppliers.
- Excellent communication skills.
- Strong organisational skills with the ability to multitask and prioritize effectively in a fast-paced environment.
- Sound knowledge and experience in MS Office applications such as MS-Word and MS-Excel.
- Maintain accurate records.

### **Specific Skills:**

- Ideally experience in theatre, or venue management.
- Suitable qualifications and training are desirable.
- Previously used Synergetic and Digistorm Funnel systems.
- Understanding OH&S requirements.

### **Hours of Duties:**

The role is 38 hours per week and the hours are Monday to Thursday, 8.15am to 4.30pm and Friday, 8.15am to 5pm, with a 45-minute lunch break.

### **Salary, Conditions and Benefits:**

- The conditions of the Catholic Education Multi Enterprise Agreement (CEMEA) 2022 apply to this position and is a Education Support Officer, Category C. Category C roles receive seven weeks annual leave., where one week is taken in each of the term' breaks and four weeks are taken at the end of the school year (except that the last week of January is not available for leave). The salary range for Education Support Level 2 and dependent on experience and qualifications.
- Superannuation and Leave Loading is paid.
- A discount of approximately 15% of tuition fees and pro-rata for part-time staff applies to children attending the College and is granted at the discretion of the Principal.
- Salary sacrifice options, such as Superannuation.

### **Child Safety**

- Be familiar with and comply with the College's Commitment to Child Safety, Child Safety Policy, Safeguarding Children and Young People – Code of Conduct and any other policies or procedures relating to child safety.
- Hold a current Working with Children Check and Police Record Check.