



<b>Job Title:</b>	<b>Events and Digital Marketing Officer (0.6FTE)</b>
<b>Reports To:</b>	<b>Head of Community Relations</b>
<b>Direct Reports:</b>	<b>n/a</b>
<b>Section of School:</b>	Ed Services
<b>Liaises with:</b>	Whole School

<b>St Stephen's School Vision:</b>	St Stephen's School is a Uniting Church School that is Christ centred, student focused and community based
<b>St Stephen's School Values:</b>	<p>The way that we go about our business at St Stephen's is underpinned by five core values. All students, staff and Council members are expected to embrace these values as they undertake their various roles.</p> <ul style="list-style-type: none"> <li>• Faith</li> <li>• Learning</li> <li>• Care</li> <li>• Service</li> <li>• Community</li> </ul>
<b>Position Summary</b>	<p>In this role, there is a strong focus on organising and delivering School events and their promotion.</p> <p>There will also be a focus on overseeing the School's digital and social platforms and content. Photographic and video skills are required. Basic graphic design skills, website management &amp; maintenance experience are essential.</p> <p>The role works closely with the wider Community Relations team with support of general marketing and communications objectives required. Administrative tasks to assist the wider team and Head of Community Relations may also be part of this role.</p> <p>There will be event commitments outside of standard school hours throughout the calendar year.</p>
<b>Key Responsibilities and Tasks</b>	<ul style="list-style-type: none"> <li>• Work closely with the team and Head of Community Relations to organise School and partnered event logistics.</li> <li>• Source and confirm quotes for materials, entertainment and logistics.</li> <li>• Complete risk assessments for all events.</li> <li>• Manage and confirm bookings for events.</li> <li>• Collaborate with the wider team on promotion of events, partnerships and cross-promotion.</li> <li>• Provide technical and logistical support at major events.</li> <li>• Identify fundraising and sponsorship opportunities.</li> <li>• Foster and create long term relationships with sponsors for the School's Foundation events</li> <li>• Manage timelines and workflow according to deadlines.</li> <li>• Take photos of School events and activities when required.</li> <li>• Collaborate with the Communications, Marketing and Alumni Coordinator on the School's social media platforms. This will include sourcing, writing planning and publishing posts and altering scheduled post content calendars if required.</li> <li>• Write and research articles for the School newsletter</li> </ul>



	<ul style="list-style-type: none"> <li>• Develop and create content including photos and videos.</li> <li>• Monitor social media platforms for inappropriate comments and behaviour.</li> <li>• Provide administrative assistance to the Head of Community Relations and the wider Admissions team if necessary. This may include answering and directing phone calls, taking messages, responding to enquiries, sending paperwork, making appointments, and providing excellent customer service.</li> <li>• Establish and maintain key relationships with the School community.</li> <li>• Always look for the most practical and affordable outcomes.</li> <li>• Create positive relationships with suppliers and external companies on the School's behalf.</li> <li>• Maintain positive relationships within the School community and the team's reputation.</li> <li>• Support your work team and identified leader / manager at all times.</li> <li>• Additional duties as required from time to time.</li> <li>• Requires some work outside the normal work hours.</li> <li>• Undertake and apply Work Health and Safety requirements and adhere to the School's policies and procedures at all times.</li> <li>• Serve as a good ambassador for the School</li> </ul>
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<p><b>Key Performance Indicators:</b></p>	<ul style="list-style-type: none"> <li>• Create engaging St Stephen's School events with a solid focus on organisation and detail.</li> <li>• Create engaging and appropriate content for the School's digital platforms and publications to continue to build the audience.</li> <li>• Create content that is free of spelling errors, grammatically correct, and according to the School's Style Guide.</li> <li>• Adhere to deadlines and manage workflow to meet them.</li> <li>• Always act in a manner that seeks to enhance the safety culture of the School. Participate in Work Health and Safety induction and training.</li> <li>• Other KPI's will be agreed with your manager through the induction process and ongoing evaluation and goal setting.</li> </ul>
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<p><b>Selection Criteria:</b></p>	<p><b>Education and Training</b></p> <ul style="list-style-type: none"> <li>• Relevant Bachelor's degree or qualifications in Communications/ Marketing and/or Events</li> <li>• Experience working in an Events, Marketing and/or Communications role</li> </ul> <p><b>Skills and Experience</b></p> <ul style="list-style-type: none"> <li>• Experience working with a diverse range of stakeholders to achieve outcomes</li> <li>• Experience working in an Events, Marketing and/or Communications role</li> <li>• Knowledge of working in a School environment is preferred but not necessary..</li> </ul> <p><b>Mandatory Compliance Requirements</b></p> <ul style="list-style-type: none"> <li>• The Working with Children (Criminal Record Checking) Act 2004 applies for anyone working in child related employment</li> <li>• National Criminal Record Checking (except Teaching staff)</li> </ul>
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### **Additional Requirements & Personal Qualities**

- Commitment to high quality and professional customer service.
- Ability to work autonomously and as part of a team.
- Excellent communications and people skills.
- Willingness to positively and actively contribute to the Christian culture of the School
- Flexibility in all aspects of the position and willingness to embrace change
- Demonstrate ability to engage collaboratively to others to achieve organisational objectives.
- Demonstrated time management and planning skills

**I understand and accept the responsibilities as outlined in this Job Description.**

**Signed:**

**Date:**

*This document was approved by Head of Community Relations November 2025*



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*The below information is not required to be printed*

Version	Date	Review Date	Author	Comments	Approval
4	Nov 2025	Nov 2027	Fairlea Baxter	Update	HCR
3	Feb 2021	Feb 2023	Steph Snyman	Electronic signature	P&C
2	Sept 2018	Aug 2020	Valery Wells	Rebranding	E-Team
1	July 2014	July 2015	Maria Moraitis	New	CFO