

P&F Event Manager

Role Purpose

The Parents & Friends (P&F) group plays a vital role in our School community, with our primary goal to create and nurture opportunities for parents to build meaningful connections and lasting friendships. The Event Manager leads all P&F events, providing strategic direction, annual planning, and strong coordination across volunteers. This role ensures events are well-organised, inclusive, and aligned with school expectations, while fostering a vibrant and connected parent community.

Strategic Event Leadership

- Lead the strategic direction for all P&F events, ensuring they support community building and align with P&F priorities.
- Develop and manage the annual P&F event calendar in collaboration with the Executive team and School Liaison.
- Identify opportunities for new events or improvements to existing ones, ensuring they reflect the needs and interests of the School community.

Event Planning & Coordination

- Coordinate event leads for each P&F event, drawing on P&F Committee Members and Parent Reps as required.
- Provide clear guidance, expectations, and support to event leads to ensure consistency and smooth delivery.
- Oversee planning timelines, logistics, resourcing, and volunteer coordination for all P&F events.
- Ensure events are inclusive, welcoming, and reflective of Mentone Grammar's values.

School Liaison & Compliance

- Work closely with the School Liaison to ensure all events follow School rules, policies, and operational requirements.
- Ensure risk management, safety considerations, and compliance processes are followed for every event.
- Maintain strong communication with relevant school departments to coordinate facilities, approvals, and support.

Volunteer Engagement

- Encourage participation from P&F Committee Members, Parent Reps, and the broader parent community.
- Provide support, motivation, and problem-solving for volunteers involved in event delivery.
- Foster a positive, collaborative environment where volunteers feel valued and confident.

Key Attributes

- Strong organisational and project-management skills.
- Confident leader with the ability to coordinate multiple stakeholders.
- Warm, inclusive communicator who builds strong relationships.
- Creative thinker with a practical approach to event delivery.
- Commitment to Mentone Grammar's Values and the P&F Mission.