

Position Description

Conference Coordinator

OVERALL PURPOSE OF THE POSITION

We are seeking an organised, detail-focused Conference Coordinator to support the planning and execution of a high-profile Round Square International Conference scheduled for September 2026.

The event will convene global delegates, speakers, and partners around the theme of the Conference, requiring exceptional logistical coordination and stakeholder engagement.

The Conference Coordinator will play a pivotal operational role, ensuring all elements of the Conference are delivered smoothly — from pre-conference planning to on-site execution and post-conference wrap-up. This is a unique opportunity to contribute to a landmark global conference and gain experience at the intersection of logistics, culture, and international engagement.

PRIMARY DUTIES & RESPONSIBILITIES

Conference Planning & Coordination

- Contribute to the master conference plan, timelines, budget construction and scheduling.
- Coordinate venue bookings, supplier contracts, and vendor relationships (catering, AV, production, etc.).
- Manage travel and accommodation arrangements for international speakers and VIPs.
- Support the development of registration systems, digital communications, including Conference app, and delegate materials.

Stakeholder & Partner Engagement

- Liaise with internal departments (Communications & Advancement, Catering, Facilities etc), international partners and service providers.
- Secure sponsors to support the Conference
- Provide administrative and logistical support for speakers, exhibitors, and program contributors.
- Assist with coordination and cultural logistics for international guests.

On-Site Delivery & Logistics

- Assist with venue setup, conference materials, tech rehearsals, and staffing.
- Monitor conference operations, including session timing, tech coordination, and guest services.
- Ensure the implementation of safety protocols and contingency plans.

Communications & Reporting

- Coordinate conference communications, briefings, and delegate correspondence.
- In liaison with Communications & Advancement team, co-ordinate production and printing of conference material, social media coverage, photography and filming during conference
- Track event expenditure, assist with budget reconciliation, and maintain event records.
- Support post-conference reporting and stakeholder feedback collection.
- Liaison with the BCPA regarding its active support of the Conference including the co-ordination of billet families.

SKILLS AND KNOWLEDGE ESSENTIAL TO THE JOB

Essential

- Ability to support the Christian values and ethos of the School.
- Demonstrated experience coordinating large scale conferences and events, or complex projects.
- Excellent organisational and administrative skills with a strong attention to detail.
- Strong interpersonal skills and the ability to work with diverse international stakeholders.
- High-level written and verbal communication skills.
- Proficiency in Microsoft Office / Google Workspace and basic event/project management software.
- Ability to work under pressure and adapt in dynamic, high-paced environments.

Desirable

- Qualifications in Event Management, Hospitality, or related fields.
- Experience organising and co-ordinating international events or conferences.
- Familiarity with registration systems, conference apps, and CRM tools.
- Understanding of cultural protocol and working with interpreters or multilingual materials

ACCOUNTABILITY

Child Safety

Barker College has an abiding commitment to the safety, protection and well-being of all children and young people in our care. All staff members will be held accountable for ensuring adherence to the policies of the School, in particular those relating to the safeguarding of children.

General

Breaches to a staff member's responsibilities and/or authority will be managed through the School's Disciplinary Management Procedures. This defined accountability is underpinned by Barker College's Code of Conduct and the Complaints Procedures.

Work Health and Safety

All staff members will be held accountable for their actions and omissions where it affects their own or another person's workplace safety.

SPECIAL CONDITIONS

- Evening and weekend work especially in the lead up and during the Conference
- Ability to travel internationally, as required, to support understanding of the requirements of the Conference
- In addition to the duties outlined above, this position may be required to undertake other Round Square responsibilities or tasks as reasonably directed by the Head of Character Education, which may fall outside the scope of this position description but aligns with the operational needs of Round Square.

QUALIFICATIONS

- As required to fit the needs of the role.

ORGANISATION CHART RELATIVE TO POSITION

The Manager's Manager: Deputy Head Student Experience

The Immediate Manager: Head of Character & Education

This position: Round Square International Conference Coordinator

APPROVAL

This position description accurately details the primary duties and responsibilities of the Conference Coordinator

Approved by Head of Character Education in June 2025.

ACCEPTANCE OF POSITION DESCRIPTION

Position description accepted by:

Name of Staff Member:

Signature of Staff Member:

Date:
