



POSITION DESCRIPTION

JOB TITLE	Event & Catering Coordinator
BUSINESS UNIT	UNE Life Food & Beverage outlets
REPORTING TO	Event Manager
LOCATION	Armidale NSW
AWARD COVERAGE	Award Free
DATE	November 2025
JOB CODE	EV01

PURPOSE OF THE POSITION

With a strong focus on service excellence, the Event & Catering Coordinator is responsible for the seamless and professional coordination of events and catering services across UNE Life. This role directly supports the delivery of high-quality experiences that reflect UNE Life’s values and contribute to the achievement of its strategic objectives.

The Event & Catering Coordinator plays a hands-on role in planning and delivering memorable events and exceptional catering experiences. Key responsibilities include coordinating all aspects of event logistics—such as preparation, setup, execution, pack-down, and transportation—while ensuring smooth communication with clients, suppliers, and internal teams.

This position also contributes to the continuous improvement of UNE Life’s Events & Catering operations by identifying efficiencies, supporting innovation, and maintaining a strong customer service culture throughout every stage of event delivery.

ORGANISATIONAL CONTEXT

We are a wholly owned, not-for-profit entity of the University of New England (UNE) independently governed by a Board of Directors and led by a Chief Executive Officer. Put simply, we are a company that is also part of the University family.

Our mission at UNE Life is to provide an outstanding experience both on, and off our University campuses.

We are the bridge between the University and its many communities. We are a team that gets things done together with a focus on honesty and respect for one another.

One of our bigger success measures revolves around our commitment to quality service for the UNE and the wider community. We offer a unique set of services which are divided across 6 focus areas, these include:



- Student Experience – includes clubs & societies, our student-powered radio TuneFM, our independent student Advocacy & Welfare Services, and specific events & activations from orientation to graduation.
- Commercial Services - includes our retail outlets, food & beverage services, event management & catering.
- SportUNE – includes our state-of-the-art community gym, on-campus sporting facilities, and recreational facilities/activities.
- Safety, Security & Information - includes around-the-clock security services for the University.
- Corporate Services – includes Finance, People & Culture, Branding & Marketing, IT Management, and Contract Management.
- Health – includes UNE Life Healthcare Centre and other health services/programs.

UNE LIFE VALUES

We believe our values reflect who we are as a team. Alignment with these values is key to your success with UNE Life.

- Honesty – transparency builds trust
- Respect – yourself, others, and all we do
- We are a team – we get things done, together
- Never settle – we live for continuous improvement
- Surpass expectations – we focus on customer satisfaction
- We're committed – we do what we do because we believe in it.

KEY ACCOUNTABILITIES

1. Liaise with external (clients, suppliers, service providers and other key contacts) and internal stakeholders as required to ensure integration, synergy and accurate execution for all events and catering.
2. Maintain a hands-on approach required for operations and logistics of all event & catering set-up, execution, transportation and pack down, ensuring compliance with health and safety regulations and UNE Life policies.
3. Assist with managing event and catering budgets, ensuring all activities are completed within the allocated budget, and track and report on financial performance.
4. Conduct final inspections on the day of the event to ensure everything adheres to the client's standards.
5. Assist in coordinating and maintaining event and catering database.
6. Assist with administrative processes within the event and catering area, including managing event and catering quotes, deposits and reconciliations, process invoices for all events, monitor and review costings and compliance.



7. Assist in coordinating post event and catering follow up feedback.
8. Assist with managing FOH staff, rostering, timesheets and leave approvals for events.
9. Assist with event stock management including ranging, sourcing, merchandising and product development (as required); inventory management including ordering and stock storage
10. Ensure stringent adherence to all compliance and WHS obligations including food safety, insurance, risk management and legal requirements.

Note: It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the key responsibilities of the position. The responsibilities listed above may be altered in accordance with the changing requirements of the role.

SPECIAL REQUIREMENTS

1. Demonstrated ability to be flexible, to work proactively and cooperatively in a small team, and to build productive working relationships.
2. Current driving licence and the ability to travel between sites as required.
3. Responsible Service of Alcohol – maintain a current competency card.
4. Maintain current First Aid certification.
5. Act as an Emergency Warden (training provided).
6. Maintain Food Safety Certificate

KEY RELATIONSHIPS

- Direct Reports:
 - Food & Beverage Attendants
 - Volunteers
- External Stakeholders
 - Suppliers
 - Clients
 - Service Providers
 - Contractors, etc
- Internal Stakeholders:



- UNE Colleagues
- UNE Life Colleagues

SELECTION CRITERIA

1. Relevant Tertiary qualifications and/or equivalent experience.
2. Highly developed IT skills, including Word, Excel and other MS office programs, database management, and foundational knowledge of IT hardware as it relates to event management.
3. Knowledge and demonstrable experience in complying with legislative obligations including Safe Food Handling standards & RSA.
4. Demonstrated interpersonal, negotiation, listening and communication skills with the ability to develop and maintain networks and contacts and relate to stakeholders from diverse backgrounds.
5. Excellent organisational skills including the ability to assess priority of tasks, manage workload and meet multiple or conflicting deadlines, both collaboratively and independently.
6. Demonstrated ability to apply innovative thinking to develop options, critically evaluate alternatives and implement solutions to issues.
7. Demonstrated ability to be flexible, to work proactively and cooperatively in a small team and to build productive working relationships.
8. Must always be well presented, have a great work ethic and the ability to perform well under pressure with a positive can-do attitude.

LEADERSHIP ACCOUNTABILITIES

- N/A

POSITION DIMENSIONS

Work Health and Safety Statement

Cooperate with all health and safety policies and procedures and take all reasonable care to ensure actions do not impact on the health and safety of staff, students, visitors and members of the public.

Equal Employment Opportunity

Ensure that the principles of equal employment opportunities are implemented promoted and adhered.



EMPLOYMENT AGREEMENT

As the incumbent of this position, I have read the position description, understand its contents and agree to work in accordance with the requirements of the position.

Signatories	Name	Signature	Date
Staff member			
Supervisor			

