Position Description: P&C Business Manager

Yeronga State School P&C Association

About the Role

The Yeronga State School P&C Association is seeking a highly organised, systems-oriented and community-focused Business Manager to strengthen the sustainability and impact of P&C fundraising and community events, coordinate approved projects and partnerships, and help the P&C identify, apply for and use grants and identify, secure and manage sponsorships for the benefit of the school community. This part-time role is ideally suited to someone with a strong background in event management, process improvement, grants, sponsorships, partnerships and organisational effectiveness.

Working closely with the P&C Executive Committee, the Business Manager will help to drive the fundraising priorities for the P&C each year by establishing and maintaining clear, consistent and sustainable ways of working, reducing reliance on individual knowledge and ensuring key processes, information and responsibilities are well documented and easily transferable over time.

Position Summary

The Business Manager supports the long-term sustainability and growth of P&C fundraising and community events and helps the P&C identify, apply for and use grants and identify, secure and manage sponsorships for the benefit of the school community, subject to Executive Committee approval where appropriate. The role is responsible for event and project planning, process improvement, knowledge management, grants and sponsorship support, partnership development and relationship management. A key focus is ensuring successful activities can be repeated and improved from year to year by maintaining practical guides, supplier, sponsor and partner contacts, event records, handover documents and lessons learned for future volunteers.

Role scope: This position does not manage P&C-operated businesses, including the tuckshop or uniform shop, and does not provide meeting administration, secretariat support or action-item tracking for the P&C Executive Committee.

Reports to: P&C President, with priorities agreed by the Executive Committee.

Works with: School Principal and leadership, event volunteers, suppliers, grant providers, prospective and current sponsors, community partners and the wider school community.

Key Responsibilities

1. Process Improvement and Systems

- Review processes used to plan and deliver P&C fundraising activities and community events, and identify where they can be simplified, standardised or made more sustainable.

- Document these processes in practical formats such as event guides, step-by-step instructions, checklists, templates and handover documents.
- Recommend and help implement suitable tools for event planning, volunteer coordination, fundraising, grant and sponsorship opportunity tracking and shared knowledge, including opportunities for automation and digital enablement.
- Propose improvements with a clear rationale, scope and expected benefit, and support approved changes through to adoption by event teams and volunteers.

2. Continuous Improvement and Knowledge Sharing

- Establish a simple continuous improvement cycle: gather feedback, review what worked, record lessons learned and implement changes after key fundraising activities and community events.
- Build and maintain a fundraising and events knowledge base and handover pack, including volunteer role guides, event manuals, key contacts, supplier, sponsor and partner information, run sheets, timelines and lessons learned.
- Ensure documentation is reviewed and updated after each major fundraising activity or event so volunteers can confidently repeat, improve and grow successful initiatives from year to year.
- Use relevant measures such as fundraising outcomes, event results, volunteer participation and community engagement to support future planning and continuous improvement.

3. Events, Projects and Community Support

- Provide planning and coordination support for P&C fundraising activities, community events and projects, including timelines, task lists, volunteer coordination, supplier liaison and post-event reviews.
- Promote sustainable event delivery by developing repeatable plans, maintaining event guides and handover records, and carrying forward contacts, lessons and improvement actions into the following year.
- Build and maintain productive relationships with key school contacts, suppliers, grant providers, prospective and current sponsors and community partners to support successful fundraising, events, approved projects and P&C initiatives.
- Support the planning and tracking of approved P&C projects, purchases and works, including quotes, budgets, timelines and risks.
- Contribute to clear, consistent communication with the school community, in coordination with the Executive and school leadership.

4. Grants, Sponsorship and External Funding

- Identify grant, sponsorship and other external funding opportunities that align with P&C and school priorities and will benefit the school community.
- Coordinate the preparation and submission of grant applications in consultation with the Executive Committee and relevant school contacts, including gathering supporting information, quotes, budgets and approvals.
- Subject to Executive Committee approval where appropriate, develop sponsorship packages; research and identify prospective sponsors; coordinate approaches and

proposals; and support negotiations and the finalisation of approved sponsorship agreements.
- Coordinate the delivery of approved sponsor benefits and recognition in consultation with event teams, the Executive Committee and school leadership, ensuring commitments are fulfilled accurately and professionally.
- Support compliant use, acquittal and reporting of awarded grant funds, and maintain sponsorship records, performance reporting, relationship history and renewal planning.

5. Governance, Compliance and Risk

- Ensure fundraising activities, community events, grant funding and sponsorship arrangements are planned and documented in accordance with relevant P&C, Department of Education, insurance, safety, approval, funding and agreement requirements.
- Maintain the event, grant, sponsorship and partner records needed for continuity, compliance, acquittal, reporting, fulfilment of approved commitments and effective handover.
- Handle information with discretion, respecting privacy and confidentiality at all times.
- Identify and raise governance, reputational, safety, financial and delivery risks associated with fundraising, events, grants and sponsorship arrangements.

Key Relationships

Stakeholder	Nature of the relationship
School Principal and leadership	Alignment of P&C activity, grants, sponsorships and communications with school priorities
Volunteers and families	Coordination, communication and knowledge sharing
Suppliers and contractors	Quotes, purchasing and project coordination
Grant providers	Funding applications, compliance, reporting and acquittal
Prospective and current sponsors	Relationship development, proposals, approved agreements, benefit delivery, reporting and renewals
Community partners	Partnership development and support for fundraising, events and projects

Selection Criteria

Essential

1. Demonstrated experience analysing, redesigning and documenting processes, with the ability to turn unclear problems into practical, workable solutions.
2. Strong organisational skills, with proven ability to manage multiple priorities and deadlines in a part-time, largely self-directed role.
3. Excellent written and verbal communication skills, including preparing clear guides, procedures, funding submissions and reports for non-expert audiences.
4. Experience working collaboratively with senior stakeholders, volunteers, grant providers, sponsors and community partners to progress agreed fundraising, event, funding or project outcomes.
5. Demonstrated experience coordinating fundraising activities, events or projects involving multiple stakeholders, suppliers, budgets and volunteers, with a focus on continuity and continuous improvement.
6. Demonstrated ability to build and maintain productive relationships with school contacts, suppliers, grant providers, prospective and current sponsors, community partners and volunteers.
7. Experience identifying suitable grants and sponsorship opportunities, preparing high-quality funding applications, sponsorship packages or proposals, and supporting the effective administration, reporting, benefit delivery, acquittal and renewal of approved funding and sponsorship arrangements.
8. Proficiency with Microsoft Office and Teams (or similar), and confidence using collaborative tools to support event planning, volunteer coordination and knowledge sharing.
9. High integrity, sound judgement and a commitment to confidentiality, privacy and ethical governance.
10. A current Working with Children Blue Card (or the ability to obtain one prior to commencement).

Desirable

- Experience with data reporting or performance monitoring for fundraising, events, grants, sponsorships or community engagement.
- Experience in a community, not-for-profit or volunteer-based organisation.
- Knowledge of relevant P&C governance, grant, sponsorship, event safety and Department of Education requirements.
- Experience facilitating workshops or training to share knowledge with volunteers and mixed audiences.
- Understanding of the Queensland state school environment.

Review

This position description will be reviewed annually by the Executive Committee and may be updated to reflect changing priorities of the P&C Association.