COMMUNICATIONS AND EVENTS OFFICER
POSITION DESCRIPTION

WORK AREA: Administration

CLASSIFICATION: Clerical and Administration Staff

EMPLOYMENT TYPE: Full-time; 5 days per week during term time
(school holiday days/times to be negotiated)

OUR SCHOOL

Moama Anglican Grammar is an independent, co-educational, Anglican school offering classes from Kindergarten to Year 12. The School commenced operation in 2005 and operates under the NSW Education System. The School is divided into two sub schools: Primary (K-6) and Secondary (7-12) with a current enrolment of 680 students.

Moama is a twin town with Echuca, situated on the Murray River North East of Melbourne on the NSW/Victorian border. Both sides of the border are experiencing rapid growth.

The School provides a comprehensive and balanced program which caters for the academic, cultural, emotional, sporting and spiritual needs of each child in its care.

Our mission is to provide a safe and inspiring educational environment that provides students with the skills and confidence to help create their future

Our values are Compassion, Respect and Integrity.

PURPOSE

In addition to the management of communications for and on behalf of the School, the role of the Communications and Events Officer includes but is not limited to:

- co-ordination and promotion of events
- management of the School's website, social media sites and general promotion activities
- production of publications and other marketing materials
- photography
- development of the Alumni and community relationships

REPORTS TO:

The role directly reports to the Business Manager. Daily liaison occurs with a variety of internal stakeholders including Principal, other senior staff and the Office Manager.

TENURE:

This position is a 12 month Parental leave position. A six month probation period applies. It is anticipated that the position will commence early March 2020.

SALARY AND CONDITIONS:

Salary and conditions are determined by the Independent Schools NSW (Support and Operational Staff) Multi-Enterprise Agreement 2017 and will be commensurate with expectations of the position and the qualifications and experience of the successful applicant.

HOURS OF WORK:

Work hours for the Communications and Events Officer are generally from 8:30 am to 4:30 pm, with a half hour lunch break (unpaid) each day. Some work is required during the term breaks. Work out of usual hours will be

required to attend special functions and events. In addition to 4 weeks of paid annual leave, additional unpaid leave may be available subject to mutual agreement between the School and the successful applicant.

KEY AREAS OF RESPONSIBILITY:

- Maintain the Moama Anglican Grammar's digital platforms including the external website, social media pages and any future platforms.
- Develop high quality written materials, including but not limited, editorial submissions, media releases, news, coming events, website content, social media content, fortnightly newsletters, online guides and listings, positions vacant, flyers and other communication materials as required.
- Oversee e-communication for internal and external stakeholders including writing, editing, checking and proofing.
- Identify and create content and promotional opportunities from the Annual Calendar of Events, Student achievements and activities as well as school initiatives and developments.
- Maintain strong relationships are built with local media with specific emphasis on education reporters.
- Manage the Bi-annual Magazine and annual School Yearbook production process.
- Monitor and action all media requests and coverage liaising with the Principal and Business Manager as required, ensuring compliance the School's media policy.
- Research, develop and implement media and communication strategies in conjunction with the School Executive.
- Coordinate activities and events, including but not limited to, School Tours, Open Days, Presentation Night, Information Evenings, Building Openings, Alumni Functions.
- Brand Management – implement and update Branding Guidelines as required.
- Photography/video of events as required, including editing and uploading to the network and other approved digital environments.
- Liaise with student groups as required for school functions.
- School Calendar management in liaison with School Executive Team.
- Acquire and apply a working knowledge of the School structure, ethos and image.
- Develop and maintain strong relationships with Alumni and other community groups. Support Administration team as and when required.
- Adhere to the School's values and work collaboratively as a positive team member within the School.

KEY SELECTION CRITERIA:

<u>Specific skills relevant to the position</u>

- High level of organisational and time management skills, including attention to detail, accuracy and ability to manage multiple projects at any one time
- Outstanding quality of written and oral expression
- Strong interpersonal skills and ability to relate to all groups within the School community and external stakeholders
- Advanced level of communication and marketing skills including creation of promotional materials
- Photography skills
- Ability to use computer based management systems to create and maintain records and files
- Ability to work within specified budgets
- Demonstrated commitment to the School's values and mission

<u>Desirable</u>

- Relevant tertiary qualifications would be an advantage;
- Advanced desktop publishing skills and working knowledge of Adobe Suite including Photoshop and InDesign

Other requirements

- Be an ambassador for the School, supporting its professional standards in all areas
- A strong sense of corporate and personal loyalty and a keen work ethic
- The School has strong Christian ethos and applicants should be able to show how they would demonstrate support for this important aspect of the School.

CHILD PROTECTION ISSUES:

The School recognises its legal and moral obligations with respect to the protection of children and has instituted the following procedures in relation to staff who are in direct contact with students.

- Applicants selected for interview are advised that any offer of employment will be subject to satisfactory clearance by the Office of the Children's Guardian (formerly known as the Commission for Young People).
- Before an applicant is offered a position the interviewer makes contact with the applicant's referees
- Following a satisfactory referee check the applicant is offered the position subject to:
  a) Completing and returning the working with children checks
  b) A satisfactory outcome being obtained by the School
- If the applicant's screening check is unsatisfactory the School will notify the applicant and the Child protection authority.

Please note that it is an offence to apply for a position working with children if you are a prohibited person within the meaning of the Child protection legislation.

APPLICATION DETAILS:

Your written application must include: a cover letter, a résumé including details of qualifications, current and previous experience, a section addressing the selection criteria and the names and contact details of three professional referees.

Applications which do not address the selection criteria will not be considered.

If selected for interview you will be required to bring the original documents along to the interview.

Applications should be emailed to recruitment@moamagrammar.nsw.edu.au. Hard copies are not required. Please include the subject line: **Confidential to the Business Manager: Communications and Events Officer Application**

APPLICATIONS CLOSE ON Sunday 19 January 2020

Suzanna Barry
Business Manager

December 2019