

ROLE DESCRIPTION

Community Engagement and Event Officer

MISSION STATEMENT

Inspired by the Gospels, and in the spirit of John XXIII, Mary Ward and Ignatius Loyola, we seek to be people of competence, conscience and compassion who are committed to God and the service of others.

POSITION IDENTIFICATION

SECTION	Administration
POSITION	Community Engagement and Event Officer
REPORTS TO	Manager - Marketing & Communications
AWARD	John XXIII College Inc Non-Teaching Staff Enterprise Bargaining Agreement 2014

POSITION OBJECTIVES

- The Community Advancement department encompasses enrolments, marketing and communication, community engagement, events and 'Giving' for the College.
- To provide the Community engagement interface with the John XXIII Community groups (future, current, past students and parents) and to generate and coordinate initiatives to promote engagement, with the ultimate objective of supporting College priorities.
- The Community Engagement Officer and Event Officer will be responsible for planning and coordinating the marketing, communications and organisation for the John XXIII College events.
- To support the Manager- Marketing & Communications with content for publications, social media and College storytelling.

PRINCIPAL RESPONSIBILITIES

This position includes the following responsibilities:

Community Engagement (focus on past and future families)

- Assist members of the College's various communities with all relevant enquiries and matters arising, liaising with colleagues across the College to provide excellent customer service.
- Establish relationships with the College Alumni and drive relevant community engagement initiatives and activities.
- Develop strategies and opportunities for community engagement to provide a lifelong connection with John XXIII College with the special responsibility of past students, families and staff.
- Align and work closely with key stakeholders, to advance community engagement, including coordinating and attending events, booking guest speakers, mentoring programs etc

Alumni Engagement:

- Strengthen, coordinate and support the Alumni Committee to encourage engagement and the bringing together of the Alumni (St Louis, Loreto and John XXIII College). Support them in their administration for meetings as required.
- Propose, initiate and develop programs/ initiatives to promote alumni engagement, especially for new and established alumni eg: mentoring, business network etc
- Coordinate, promote and attend alumni engagement reunions and events. Conduct tours and attend these events as required.
- Fosters relationships with Year 12 students and previous students to engage and solicit their support and contribution to the College, in various forms;
- Assist Alumni with queries/ requests as required.



**JOHN XXIII
COLLEGE**
SEEK JUSTICE

ROLE DESCRIPTION

Community Engagement and Event Officer

- Manage the Alumni portal to ensure maximum engagement.

Content Generation.

- Generation and capture of stories as they happen for promotion and storytelling across media platforms and publications.
- Track College and Alumni news, sourcing content and promoting positive stories to the wider community.
- Generate content and prepare copy for College publications to tell the story of the John XXIII College community.

Functions and events:

- Coordinate College and Alumni events liaising with relevant staff, including but not limited to Reunions, Open Day, Graduation events, Transition events, Grandparents Day etc, guest speakers.
- Plan and manage the College's electronic booking system for events
- Attend and assist with College events supporting with photography and hospitality, undertaking after-hours work as required.

Database Management, Administration and Service Delivery

- Oversee the management, maintenance and integrity of the College past members databases ensuring quality and useful data is maintained on all past records, including past students, parents and staff.
- To provide a high level of service to all customers, including alumni, students, staff, parents, and general community members.
- Demonstrate a flexible approach to the role by proactively identifying and undertaking other tasks and requirements to support the overall outputs of the broader team.

Risk Management & Compliance

- Adhere to the College's policies and procedures.
- Maintain and promote the principles of Occupational Safety and Health within the workplace with policy, including taking action in relation to identified hazards and risks to ensure the safety of self and others.

Other

- Attendance at after-hours meetings and events as required.
- Attending relevant professional learning courses and training.
- Other duties, as requested by the Principal or Business Manager

SELECTION CRITERIA

Essential

- An understanding and support of the Catholic ethos of the College
- Hold and or willing to obtain Working with Children Card and National Police Clearance
- Actively demonstrate a commitment to Child Safety and Wellbeing

Experience Competencies and capabilities

- Experience in providing excellence in delivery in a customer focused environment.
- Strong communication skills, including writing, proofreading and editing articles.
- Understanding of social media and other communication platforms
- High-level interpersonal and communication skills, including the ability to relate and foster rapport with a broad stakeholder group.
- Demonstrated experience working with databases with responsibility for data collection, retrieval, and security.
- Experience in Community Engagement and/or Alumni relations. (Desirable but not essential)
- Excellent organisational ability and time management skills.
- Demonstrate an innovative, agile, adaptable, and team-focused approach to your work.



ROLE DESCRIPTION

Community Engagement and Event Officer

- Demonstrated a high level of accuracy and attention to detail.

MANDATED REQUIREMENTS

- Have or be willing to attain the appropriate Accreditation to Work in a Catholic School.
- Working with Children Check.
- Current Police Clearance.
- Mandatory Reporting Training will need to be completed within two weeks from commencement of employment.

APPLICATION PROCESS

Please submit the following to the College Principal:

- A letter of application, including a statement addressing the selection criteria.
- A copy of your current resume.
- Contact details of two professional referees.

Also complete the Community Engagement and Event Officer Application Form on the College website:

<http://www.johnxxiii.edu.au/view/employment-opportunities/employment-opportunities>



**JOHN XXIII
COLLEGE**
SEEK JUSTICE