



ST EDMUND'S COLLEGE
CANBERRA · EST 1954



EDMUND RICE EDUCATION
AUSTRALIA

St Edmund's College Canberra is a Catholic school in the Edmund Rice tradition, educating boys from Years 4 – 12. It is an inclusive educational community, with a broad offering across academic and co-curricular areas.

Applications are sought from suitably qualified and experienced candidates for the position of:

Administration Officer (Community Engagement)

Commencing 19 April 2021.

Please see the Role Statement below for information regarding this role.

To be appointed to this position the applicant will need a current Working with Vulnerable People (WwVP) card.

All staff at St Edmund's College Canberra support and work to advance the Values, Vision and Mission of the College as a Catholic school in the Edmund Rice tradition.

Visit the College website at [Employment Requirements](#) to obtain Application Information. In addition to the documents and information requested, please also provide a statement no longer than three A4 pages addressing the role requirements. These are listed in the Role Description.

Contact Ms Rachel Lemon via employment@stedmunds.act.edu.au if you have further questions.

Applications close: 5pm Monday 15 March 2021, addressed to:

The Principal

St Edmund's College Canberra

110 Canberra Avenue GRIFFITH ACT 2603

Or email to employment@stedmunds.act.edu.au

ROLE DESCRIPTION: ADMINISTRATION OFFICER (COMMUNITY ENGAGEMENT)

GENERAL

The Administration Officer (Community Engagement) is responsible to the Principal, and as delegated, for:

- promoting the College to the wider community;
- hosting various community engagement events;
- fostering a positive and progressive community by engaging the College community in a range of activities and programs.

The Administration Officer (Community Engagement) will work closely with, and provide backup assistance to, the Administration Officer (Enrolments).

The Administration Officer (Community Engagement) will also provide administrative assistance in the Service Hub and other areas of the College as required.

RELATIONSHIPS

- Principal
- Compliance and Administration Manager
- Director of Business Services
- Community Development Team
- Prospective and current College students and parents/guardians
- College community and support groups, including the Old Boys and Friends Association
- College staff
- External organisations and agencies

DUTIES

Publications and Branding

- Support and develop the consistent corporate image of the College including branding of appropriate external and internal publications and promotional material, including corporate stationary.
- Oversee the production of community publications, including but not limited to Vortex, Pelican, Parent Calendar and the College Yearbook with the support of other staff.

Events

- Working with the Administration Officer (Enrolments) to host various events, such as, new parent welcome evenings, Open Day, Experience Eddies days, EdMums gatherings and other significant events.

Promotion of College life

- Maintain the College Website to ensure the information displayed is accurate and the layout and design is consistent with our College branding.
- Assist with the management of the College social media accounts. This includes the creation of content and monitoring the accounts to ensure that any inappropriate comments are managed in accordance with College guidelines.
- Identify key advertising and promotional opportunities.
- Ensure suitable photos of College life are taken, in collaboration with the Community Development Team.
- Promote College life and events to Alumni, current and prospective families.
- Support staff in promoting faculty, co-curricular and other events and activities.

Enrolments

- Support the Administration Officer (Enrolments) with the promotion of enrolments at the College.
- Liaise with prospective parents and students, including answering enquiries and conducting College tours.
- Adhere to the College's Enrolments Policy and associated procedures and guidelines.
- Maintain student and parent/guardian information using the College's school management and filing systems.

Support Groups

- Attend meetings of St Edmund's College Canberra Foundation and any other meetings as directed by the Principal.
- Maintain strong relationships with College Alumni.
- Liaise with and support the work of the College Foundation and the Old Boys and Friends Association.

Administration and Clerical support (Services Hub)

- Provide positive and efficient customer services to parents, visitors and students.
- Provide positive and effective first-aid to students.
- Perform a range of clerical and administrative duties which may include (but is not limited to): undertaking or assisting with special projects, preparing emails and correspondence, editing, proof-reading, formatting and collating documents and reports, printing, booking excursions for teachers and recording meeting minutes as required.
- Assist with the collection and distribution of lost property.
- Maintain systems, files and databases and ensure the security of files and information in accordance with College policy and procedures.
- Perform other duties that may be assigned from time to time by the Compliance and Administration Manager.

ROLE REQUIREMENTS

- Excellent written and verbal communication skills with a focus on customer service, community development and student recruitment.
- Ability to work well in a team environment including the ability to work cooperatively students and parents/carers.
- Strong project management skills and ability to successfully deliver initiatives in a timely manner.
- Strong event management skills.
- Exceptionally strong ICT skills, including proficiency using a range of software applications such as the Microsoft Office suite, website hosting platforms, photo and video editing software and graphic design programs.
- Strong organisational and time management skills, including the ability to multi-task, establish priorities, manage workload and reorganise tasks to reflect changing priorities.
- Ability to perform duties responsibly and complete work to a high degree of accuracy under limited supervision.
- Willingness to support of the mission of the College and the ethos of Catholic Education in the Edmund Rice tradition.

TERMS

- Must maintain a current Working with Vulnerable People registration.
- Must hold a 'Provide First Aid' qualification.
- Subject to the terms and conditions of the Support Staff (Daramalan, Marist College Canberra, St Edmund's College, Canberra) Enterprise Agreement 2019-2023, and subsequent agreements.
- Part-time position 27.5 hours per week (5.5 hours per day), school term time only.