



**Loyola College
Position Description**

COLLEGE AND COMMUNITY ENGAGEMENT ASSISTANT

Role:

The College and Community Engagement Assistant works predominantly with and is ultimately accountable to the Principal via the Director of College and Community Engagement. The Assistant provides administrative support for community engagement endeavors, including College events and marketing. They will also oversee a number of significant internal and external partnerships designed to foster connection within the wider community and develop an ongoing sense of hospitality and belonging at Loyola College.

The College and Community Engagement Assistant should demonstrate:

- a. Understanding and commitment to the nature and day to day life of a Catholic, co-educational Secondary College.
- b. Vision and enthusiasm required for our College Community to thrive and prosper.
- c. Verbal and written communication skills of a high standard including an outstanding attention to detail.
- d. Assertiveness, sensitivity/care for others, administrative ability and a willingness to relate to people of various ages, cultural backgrounds, individual needs and personalities.
- e. Organisation, efficiency, and the ability to work under pressure and meet deadlines.
- f. An interest and knowledge of community affairs and the reputation of Loyola College (and/or the willingness to acquire this knowledge).

Key Responsibilities:

Community Liaison:

- Initiate, develop and service appropriate relationships and undertakings within and between the various College Community Groups (eg. Loyola Parents and Friends Association, Partnership with Parents etc).
- Liaise with the College's Feeder Parishes and Feeder Primary Schools regarding news and events pertaining to Loyola College.
- Coordinate and attend the quarterly College Working Bees and provide support and catering where required.
- Liaise and assist the LPFA (Loyola Parents and Friends Association) and its extended Committees (including attendance at functions such as Presentation Balls, Xavier College Maytime Fair, Trivia and Entertainment Evenings, Christmas Markets etc.)
- Attend all monthly meetings of the LPFA, acting as the Executive Secretary.
- Convene the 'Partnership with Parents Group' Meetings, acting as the Executive Secretary.
- Encourage parent involvement in the life of the College in as many areas as possible, following up parents whom have indicated willingness to volunteer.
- Co-ordinate the 'Mailout Group', which consists of parents who assist with the collation of material ready for postage and other support duties etc.
- Provide assistance where required to temporary Language Assistants boarding at Aruppe House.
- Coordinate annual homestay accommodation for visiting international school students where required.

Administration:

- Provide administrative support to the Director of College and Community Engagement, and other members of Consult as required. (E.g. Copywriting, reporting, proofing, phone support, document management etc).
- Provide administrative support for:
 - College Photographs.
 - School Review.
 - Annual School Report.
 - College Annual Action Plan.
 - School Assemblies.
 - Student Scholarship Programs
 - Annual Awards Ceremony.
 - Other tasks as requested by the Director of College and Community Engagement.
- Ensure the Loyola College Style Guide is adhered to and that all outgoing correspondence is branded in accordance with expectations.
- Minute taker for the Community Engagement Committee.
- Support other members of the Administration team in creating templates for a range of public published materials (eg. Academic Handbooks) where required.

Publications:

- Administration, formatting and coordination of design, photographs, and articles for the College magazine (Conversation).
- Formatting and coordination of design for the Student Planner.
- Publication of other College documents including but not limited to the Awards Night Program, 'The Companion' and other special event programs along with preparation and production of other official College Documents (eg. College Prospectus).
- Update the College website as required.

Marketing:

- Support the Director of College and Community Engagement where required across a range of marketing related administrative tasks.
- Conduct College tours as required.
- Create a range of engaging material across various content types for publication online (including Social Media platforms and College Website). This may include photography, videography, and conducting general research and/or interviews on various school topics and programs.
- Provide administrative support toward the design of posters and flyers used to promote College events.
- Assist with booking and updating new and existing advertising campaigns where required.
- Update and maintain the Loyola College digital signage boards.

Events:

- Preparation and support of College events including College Assemblies, Awards Ceremony, Open Day and St. Ignatius Day.
- Assist with organisation of special events (eg. Mother's Day Breakfast, Father's Day Breakfast and Grandparents Day) including the development and distribution of formal invitations.
- Organise the annual 'Parent Thank You Evening' for volunteers.
- Preparation and printing of certificates for College Assemblies and Awards Ceremonies.
- Administrative support and coordination of the College's event ticketing platform, 'Humanitix' – including reporting and analysis.

Fundraising:

- Source prizes for College Events.
- Source community sponsorship for a range of College events including our annual Awards Ceremony.

Compliance:

- Ensure that all parent volunteers are adequately inducted and maintain a valid Working with Children Check at all times – and that each Working With Children Check is visible to the College in accordance with standard record-keeping procedures.

Other:

- Member of the Principal's Advisory Committee on Uniform Regulations (PACUR).
- Other general duties as directed by the Director of College and Community Engagement, Principal and senior staff.

Meeting Attendance:

- Full Staff Meetings
- School Organisation Committee (SOC)
- Community Engagement Committee (Minute taker)
- Loyola Parents and Friends Association Meetings
- Partnership With Parents
- Presentation Ball Committee

Personal Traits:

- Ability to work with a minimum of supervision.
- Ability to work as an effective team member.
- Excellent interpersonal skills and ability to relate to all sections of the Loyola Community (ie. Staff, students and current/prospective parents).
- Excellent communication skills (both verbal and written).
- Strong attention to detail.
- Discretion and confidentiality.
- Ability to work under pressure and meet deadlines.
- A commitment to ongoing professional development.

Specific Skills:

- Knowledge of Synergetic database is an advantage, otherwise exposure to database management is ideally required
- Sound knowledge and experience in MS Office applications (MS-Word and MS-Excel)
- Knowledge of the Adobe Suite and video editing software essential.
- Knowledge of social media platforms.
- Photography and graphic design skills are desirable
- Maintenance of accurate records

Current Duty/Hours

This is a full-time position entailing 38 hours per week. This position requires attendance at a significant amount of outside hours school events – including those which occur on weekends and throughout the school holiday period. Time in lieu will be accrued and acquitted.

Salary, conditions, and benefits:

- The conditions of the Victorian Catholic Education Multi Enterprise Agreement apply to this position
- The position is a ES Level 3.
- Category A - four weeks annual leave. Duties outside working hours to be compensated as time in lieu taken in the student vacation up to 76 hours (per year) and as negotiated with the Business Manager. To this end a log of on-campus hours at Loyola College should be kept.
- Discount of approx. 15% off tuition fees (pro-rata for part-time) applies to staff with children attending the College and is granted at the discretion of the Principal
- Salary sacrifice options (such as Superannuation) as approved by the Principal

Child Safety

- Be familiar and comply with the College's Commitment to Child Safety, Child Safety Policy, Safeguarding Children and Young People – Code of Conduct and any other policies or procedures relating to child safety.