

# POSITION DESCRIPTION

Community Engagement Coordinator





## JOB CLASSIFICATION

<b>Position title:</b>	Community Engagement Coordinator
<b>Reports to:</b>	Director of Community Engagement
<b>Employment type and tenure:</b>	Fixed-term, Part-time (0.85 FTE) Contract to end of 2024. Full time hours worked during school term times + 6 weeks during school holidays.
<b>Department / School:</b>	Community Engagement
<b>Location:</b>	Stringybark Road, Buderim, Queensland
<b>Industrial instrument:</b>	The Queensland Anglican Schools Enterprise Agreement 2021
<b>Position classification:</b>	School Officer (Administration Stream) Level 3
<b>Remuneration range:</b>	\$68,629 - \$77,039 Full time equivalent annual salary range, exclusive of Superannuation
<b>Last updated:</b>	May 2023

## ORGANISATIONAL CONTENT

Matthew Flinders Anglican College is a co-educational College that cares for more than 1380 students in P-12 and 140 Early Learning Centre children. The College was established in 1990 and is located on the Sunshine Coast in Buderim. The College has extensive facilities, comprehensive sporting and co-curricular programs and is committed to using technology to enhance educational opportunities.

### Our Mission

Through transformational learning experiences, we inspire our students to achieve academic excellence, develop a profound sense of humanity and be motivated to create positive change in the world around them.

### Our Vision

To Educate for Excellence in Learning and Life.

### Our Values

**Compassion** | We are aware of suffering and are motivated to treat others with kindness, care and understanding.

**Courage** | We act bravely to overcome our fears, accept challenges and learn from our mistakes.

**Integrity** | We act with honesty, moral strength and grace, guided by humility and compassion.

**Respect** | We have a high regard for self and others, and for the wider community, and treat each other accordingly.

# ABOUT THE POSITION

## Position summary

The Community Engagement Coordinator supports the delivery of the Community Engagement Strategy and assists with the execution of the Team's day-to-day operations.

The Community Engagement portfolio includes marketing, admissions, communication, community engagement and supporting key stakeholder groups including the Flinders Foundation, Parents and Friends' Association and the Old Flinderians' Association.

The position works closely with the Director of Community Engagement in providing input and assistance in relation to planning and implementing all marketing and admissions related activities and campaigns for the College.

The position requires a person who is enthusiastic, well-organised and creative.

## Primary relationships

- Report to the Director of Community Engagement.
- Work in collaboration with the Community Engagement team and key stakeholders in the Primary and Secondary school.
- Liaise with staff, students, parents, families, and members of the community.

## Main responsibilities

- Assist with the development of marketing and communications strategies and campaigns within allocated budgets.
- Assist with the co-ordination of College and P&F events.
- Ensure that all digital and print marketing collaterals are of a high standard and are aligned to the College's brand and photo guide.
- Develop social media content that is appropriate and timely and engages with the wider College community.
- Liaise with external suppliers (including quotation, artwork and delivery) on the production of promotional materials, branded products and presentation items.
- Liaise with parents and students participating in Community Engagement activities and promotions such as photoshoots and recording radio advertisements, ensuring accurate and timely organisation and co-ordination of stakeholders and activities.
- Develop effective working relationships across the College community including employees, parents and students.
- Provide reception relief and administration assistance as required from time to time.

# ABOUT YOU

## Person specification

### Essential qualifications

- Working with Children Check (QLD Blue Card)
- Tertiary or vocational level qualifications in marketing, communications or similar, **or** an equivalent level of professional working experience.

### **Knowledge, experience and attributes**

- Demonstrated experience in coordinating corporate social media (Facebook, Twitter and Instagram) and an understanding of SEO principles.
- Proficient in using content management systems (such as Wordpress) and expertise with the Adobe Creative Suite platform.
- Ability to write in a style which reflects the College's editorial style and voice.
- Proficient in using Microsoft Office Suite and web-based tools such as Trybooking, Mailchimp and Canva.
- Well-developed interpersonal and communication skills, with the ability to communicate and work cooperatively at all levels.
- High level of integrity and professionalism - ability to be an excellent role model for others.
- Ability to prioritise workloads within limited time frames and manage simultaneous and conflicting priorities.
- A preparedness to embrace the ethos and values of Matthew Flinders Anglican College.

## **STATEMENT OF COMMITMENT**

### **Safeguarding our Students**

Matthew Flinders Anglican College supports the rights of children and young people and is committed to ensure the safety, welfare and wellbeing of Students. Matthew Flinders Anglican College is therefore committed to responding to allegations of student harm resulting from the conduct or actions of any person including that of employees.

To ensure the safeguarding of our students, all employees must have a current Employee Working with Children Check (Qld Blue Card or Qld Teacher Registration) before commencing work. In addition, included throughout the recruitment process are checks of suitability for employment with children.

### **Workplace Health and Safety**

Matthew Flinders Anglican College is committed to ensuring the physical and psychological health, safety and wellbeing of our people. Employees (including contractors and volunteers) must comply with all legislative requirements in respect to Workplace Health and Safety and follow all policies, procedures and codes to ensure a safe and accident-free workplace is maintained.

### **Equal Employment Opportunity**

Matthew Flinders Anglican College is an equal opportunity employer. We recognise that teams who reflect a diversity of lived experience, identity, perspective, and background help us to create a healthy and inclusive working culture where our staff, students and community can thrive.





**Matthew Flinders Anglican College**

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*"Surrounded by our past, united by our future." Artwork by David Williams of Gillingimbaa.*