

LAUNCESTON CHRISTIAN SCHOOL

POSITION DESCRIPTION



POSITION TITLE:	Marketing, Community & Events Officer
APPOINTED BY:	Board of Directors
RESPONSIBLE TO:	Principal through the Business Manager
AWARD/POSITION CLASSIFICATION:	LCS Support Staff Enterprise Agreement / Wage Level 6
EMPLOYMENT FRACTION:	0.6 FTE – approx. 23 hours per week <i>(reduced hours during School Holiday time may be considered)</i>

POSITION SUMMARY

The Marketing, Community & Events Officer is responsible for the planning, coordination, marketing, administration and delivery of the School's key events and celebrations throughout the calendar year.

As a practicing Christian who is passionate about Christian Education, a key objective of this position is to facilitate the communication of the School's mission and philosophy to prospective parents and students, as well as to the wider School community.

The position also provides guidance, secretarial, promotional & support services to the School's Parents in Community (PiC) and Community Relations Committees.

KEY RESPONSIBILITIES

Publicity / Marketing

- Liaise with local churches to promote Christian Education and support enrolments
- All published school literature – updating of Prospectus, flyers, handbooks and brochures as needed.
- Working with the school's Graphic Designer on concept and creation of all print and visual materials
- Website – supervision & maintenance of the School's website
- Facebook – maintenance of the School's Facebook page
- Herald – design & publication of the School's Newsletter
- Organising, coordination and writing of any event advertising/promotional material
- Other community relations activities and events

Events Coordination	<ul style="list-style-type: none"> • Preparation and management of all End of Year events; Celebration Night, End of Year Assemblies etc. • Production Management in all areas of the school's Drama production • Coordination and management of new events as directed by the Principal/Board • Streamlining and assisting the Principal with communication, diary management & any other support relating to upcoming School events
Community Support	<p>Parent Sessions:</p> <ul style="list-style-type: none"> • Seeking Solutions Seminars – coordinate guest speakers to present to our students, staff & parent community <p>Parents in Community:</p> <ul style="list-style-type: none"> • Attend PiC Committee Meetings as the School liaison to provide secretarial support and direction for events and fundraising activities • Work closely with the PiC Chairperson in the running and promotion of the annual Twilight Fair and other strategic events • To provide strategic advice and coordinate activities to support families in our School community <p>Alumni/Association Community:</p> <ul style="list-style-type: none"> • Secretary of the Board's Community Relations Sub-Committee to manage & build our Alumni/Association membership

OTHER RESPONSIBILITIES

	<ul style="list-style-type: none"> • Bringing a Christian perspective to bear in all aspects of work • Attendance at devotions, staff meetings / committee meetings when required • Undertaking relevant training and development as and when required • Other reasonable duties as required by the Principal or Business Manager
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WORKPLACE HEALTH & SAFETY

As a 'Worker' under the Work Health & Safety Act 2012 (Tasmania):

- Adhere to all 'reasonable care' requirements of a Worker under Section 28 of the Act (summarised as follows):
 - (a) Take reasonable care for his/her own health & safety
 - (b) Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons
 - (c) Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the Board/Leadership to allow the person to comply with this Act
 - (d) Co-operate with any reasonable policy or procedure of the School relating to health and safety
- Report any potential hazards or perceived risks promptly using the School's online forms
- Report any Incidents involving injury to themselves or others as soon as possible
- Complete an online Health & Safety Induction annually

SELECTION CRITERIA

Desired Personal Attributes	<ul style="list-style-type: none">• Be committed and active in their relationship with Jesus Christ, and expresses that relationship in appropriate Christian church community. The expression of that faith will be consistent with LCS's Statement of Faith• Have the knowledge and ability to meet the Work Requirements listed above• Demonstrated ability to establish professional networks and build positive and affirming relationships• Demonstrate highly developed communication and interpersonal skills with multiple stakeholders of varying ages and needs• Strong leadership skills, underpinned by a genuine interest in Christian Education• Time and work management skills that ensure workload is managed and deadlines met according to agreed priorities• Be able to appropriately handle sensitive information and maintain confidentiality
Desired Professional Abilities	<ul style="list-style-type: none">• Qualifications in either Marketing, Events or Public Relations• Project Management experience & events coordination• Proficiency in a wide range of relevant computer skills• Experience in an education facility is desirable though not essential
Conditions of Employment	<ul style="list-style-type: none">• This is a part-time position for approximately 23 hours per week• Conditions of employment are outlined in the Launceston Christian School Support Staff Enterprise Agreement• Staff are expected to comply with all school policies• A current Working with Vulnerable People (Employment) Card