

Position Information Document

DIRECTOR OF COMMUNITY ENGAGEMENT



Employment Type:
Permanent

Position Title:
Director of Community Engagement

Conditions of Employment
Full-Time, 8:15am – 4:15pm (7.5hrs), 5 days per week (37.5hrs), 48 weeks per year.

This role requires flexibility in working hours, including some after-hours and occasional weekend commitments for activities such as leadership team meetings, planning days, and off-site work.

Reports to:
Principal
Head of Business Services

Employment conditions are in accordance with the Catholic Schools Enterprise Agreement (as amended or replaced).

1. BROAD PURPOSE

The Director of Community Engagement is a leadership position and is responsible for leading and coordinating strategies that foster strong relationships between the College and its broader community, including alumni (Old Scholars), parents, and prospective families. The role is critical in managing other stakeholders where they are relevant to the growth, development and purpose of St Columba College.

This role aims to promote the College's vision and values, enhance parent engagement, manage enrolments and oversee the Enrolments staff, and maintain ongoing connections with Old Scholars. The ultimate goal is to create a vibrant, connected, and supportive community around the College.

Reporting to the Principal, with a strong working relationship with the Head of Business Services on a day-to-day basis.

2. KEY WORKING RELATIONSHIPS

Principal	Leadership Team	Students
Head of Business Services	College Staff	Parents/Families/Caregivers
Director of Marketing and Communication		Enrolments Officer

3. LEADERSHIP AT ST COLUMBA COLLEGE

- Model and empower staff to develop an environment which promotes the Anglican and Catholic ethos and provides for the social, emotional, physical, intellectual and spiritual growth of each student.
- Actively support the College Purpose and Strategic Plan.
- Provide expert advice to the Principal and College Leadership Team on stakeholder engagement status, strategies and emerging issues.
- Lead and support staff to build a culture of excellence and participation.
- Develop Annual Plans with specific goals for improvement in line with the College Strategic Plan.
- Provide leadership in prayer and liturgy and other religious celebrations.
- Undertake research and be aware of trends to ensure the College remains contemporary in the pursuit of its strategic goals and purpose.
- Implement decisions made by the Leadership Team in regard to College policies and procedures.

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4. KEY RESPONSIBILITIES

Community Engagement

- Lead efforts to engage with the broader community, creating meaningful connections and partnerships with local organisations, businesses, and other stakeholders.
- Undertake stakeholder research, mapping and analysis to ensure a strategic and coordinated approach.
- Seek opportunities to build new partnership, in pursuit of delivering the Strategic Plan: Boundless Opportunities.
- Organise and manage significant community outreach events, ensuring alignment with the College's purpose and values.
- Act as a key representative of the College in external forums, promoting its role as a community hub.

Enrolments and Business Growth

- Seek opportunities to promote St Columba College as the school of choice in the north and develop plans to translate these opportunities into enrolment growth.
- Implement processes and strategies to translate parent interest into enrolments.
- Oversee the enrolment processes, ensuring prospective families receive a welcoming, informative, and professional experience.
- Manage recruitment strategies to promote the College to prospective students and families, including open days, information sessions, tours, and marketing campaigns.
- Work closely with the marketing team to develop promotional materials that highlight the College's strengths and attract new families.
- Ensure that the enrolment process is streamlined and efficient.
- Monitor enrolment data, trends, and demographics to inform strategic planning for future growth.

Parent Engagement

- Build strong partnerships between the College and parents to support the educational, emotional, and social wellbeing of students.
- Encourage and facilitate parent involvement in school activities, events, and committees, ensuring a welcoming and inclusive environment for all families.
- Act as the main point of contact for parents, addressing concerns, gathering feedback, and facilitating effective communication between parents and the College.
- Coordinate parent workshops, information sessions, the Parent and Friends Association and community forums to support parent education and engagement.

Defence Mentor

- Be instrumental in ensuring Defence families are welcomed and support the transition of their children into the College
- Work closely with the Director of Wellbeing and Service to coordinate the best approach to Defence Student wellbeing.
- Maintain communication with Defence families, keeping them informed about activities, resources, and support services available.
- Develop resources and plan programs to support students from Defence families.
- Advocate for an ongoing and greater awareness within the College community of the needs of students from Defence families.
- Provide advocacy support for Defence families and students, as required.

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Old Collegians

- Develop and implement programs to engage and maintain connections with Old Collegians, fostering their ongoing involvement with the College.
- Plan and organise alumni events, such as reunions, networking events, and milestone celebrations, to strengthen the relationship between Old Collegians and the College.
- Manage communication with Old Collegians, keeping them informed about College activities, achievements, and opportunities for support, including fundraising initiatives.
- Establish an alumni database to track engagement, monitor participation, and enhance outreach efforts.
- Work with the Principal to coordinate and engage the Old Collegians Association.

Events Management

- Plan and execute events aimed at engaging Old Collegians, parents, and prospective families, ensuring that these events reflect the values and vision of the College.

Communication and Relationship Management

- Collaborate with the marketing and communications team to develop and implement a comprehensive communication strategy for internal and external stakeholders.
- Ensure consistent, clear, and engaging messaging across all communication platforms, including newsletters, social media, and event invitations.
- Build and maintain strong relationships with key stakeholders, including alumni, parents, and prospective families, to enhance engagement and support for College initiatives.

5. PROFESSIONAL RESPONSIBILITIES

- Demonstrate a commitment to uphold and contribute to the Anglican and Catholic ethos of the College and model the school's Christian traditions and practices.
- Act in a manner consistent with the Code of Conduct for Staff at St Columba College.
- Understand the employer's requirements and act in accordance with all CESA and College policies, guidelines, and procedures and consistently implement as required.
- Fulfil Duty of Care responsibilities to assist in the safety of students and others.
- Maintain personal professional presentation, behaviour and attire at all times.
- Proactive, resilient and be able to work productively and collaboratively in a complex environment.
- Understand and adhere to the requirements of the Privacy Act in relation to staff, students and families at the College.

6. PERSONAL QUALITIES, SKILLS & EXPERIENCE

- Experience in community engagement, enrolment management, alumni relations, or stakeholder engagement roles
- Event planning and project management experience.
- A demonstrated ability to work strategically to achieve the goals of the College.
- High level of confidentiality, trust, integrity, and work ethic combined with ability to self-reflect and self-manage.
- Exceptional interpersonal and communication skills and proven ability to develop a strong positive rapport with others to build credible, trusting and respectful relationships.
- Highly developed data management skills.
- A solutions focus, drive and a can-do attitude.
- The ability to work as part of a team.

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- Ability to generate and develop complex ideas and exercise substantial autonomy in decision-making and significant and independent professional judgement based on extensive experience and an advanced level of expertise.
- Develop, lead, implement and embed programs and initiatives to achieve positive engagement and meet required outcomes.
- Ability to adjust rapidly to new situations and to coach and influence others to adapt to change.
- High-level administration and organisational capabilities to successfully manage overall planning of work of significant complexity.
- Demonstrate an active commitment to ongoing professional learning and timely completion of required training, and participate in professional (and other) reviews, as applicable.

7. SPECIFIC REQUIREMENTS

- Tertiary qualification and/or relevant demonstrated knowledge and experience in a comparable role. Prior experience working in an education environment is highly desirable.
- Hold a current acceptable Working with Children Clearance to work in Catholic Education SA.
- Responding to Risks of Harm Abuse and Neglect – Education and Care (RRHAN-EC) mandatory training.
- Relevant First Aid qualifications.
- Staff do not need to be vaccinated against COVID-19, with the exception of Staff working in a defined Catholic Education SA High-Risk Setting. Staff are however strongly encouraged to have and maintain an Up-To-Date Vaccination Status in accordance with the ATAGI statement.
- Actively participate in regular performance reviews and undertake applicable training as required to ensure opportunities are sought to increase knowledge, experience and skills held.

8. WORK HEALTH AND SAFETY

This role is deemed to be a *Worker* under the South Australian Work Health and Safety (WHS) Act 2012.

As a *Worker*, while at work you must:

- Take reasonable care for your own health and safety.
- Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons.
- Comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer.
- Cooperate with any reasonable policy or procedure notified to workers by the employer that is related to health and safety at the workplace.

This position information document (PID) indicates the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks or outcomes.

The requirements of the role and associated responsibilities can vary in response to the needs of the College and above Key Responsibilities may be varied as determined by the Principal (or delegate).