

Position Information Document

Old Collegians and Community Engagement Coordinator

Marcellin and Champagnat Campuses

Context

As a Catholic college in the Marist tradition, Sacred Heart College is “a centre of learning, of life, and of evangelising.” Marist schools lead their students and staff “to learn to know, to be competent, to live together and most especially to grow as persons” (Institute of Marist Brothers of the Schools, 1998, [126]). Sacred Heart College has a proud and rich history, deeply rooted in tradition and community, with a strong commitment to fostering lifelong connections among our students and alumni. Our Old Collegians (“**SHOCs**”) play a vital role in preserving the College’s legacy, contributing to its ongoing success, and strengthening the bonds between past and present generations. Through meaningful engagement, events, and publications, we celebrate our shared history and ensure that the spirit of Sacred Heart continues to thrive well beyond graduation.

Broad Purpose

The primary function of the Old Collegians and Community Engagement Coordinator is to facilitate the ongoing development of the SHOC Association, in addition to events, activities, and publications in relation to alumni. This person is responsible for providing event management, coordinating timely and effective publications, and strengthening connections between the College community and the SHOCs and College Foundation. The role will also provide support to the Hearts Leadership Team, and the Marketing and Communications Team to ensure consistent communication messages and standards, while also assisting with operational and administrative functions that enhance the College’s profile through publications and social media. This may involve undertaking time-critical tasks and supporting out-of-hours events as requested by the College Executive.

Qualifications and Experience

Essential qualifications and experience

- Proven experience in designing and creating publication layouts, advertising materials, and other marketing collateral.
- Advanced proficiency in Adobe Creative Cloud Suite, particularly InDesign and Photoshop.
- Strong expertise in design, publication management, public relations, and journalistic writing.
- Proficiency in both Google Workspace and Microsoft Office Suite.
- Exceptional creative writing skills, with strong grammar, punctuation, and technical language proficiency.
- Meticulous attention to detail, with excellent proofreading and editing abilities.
- Excellent interpersonal and networking skills, with the ability to build and maintain strong relationships with alumni, stakeholders, and the wider school community.
- Strong time management skills, with the ability to meet strict deadlines and manage multiple priorities effectively.
- Ability to work independently with minimal supervision, while also contributing collaboratively in a team environment.

Desirable qualifications, skills and experience

- Qualification in communications, marketing, public relations, graphic design, or a related field.
- Experience in alumni relations, event management, or stakeholder engagement.
- Familiarity with CRM systems and digital communication platforms.

- Social media management and content creation experience.
- Awareness of marketing principles and their impact on the College community.
- Basic photography, videography, and editing skills.
- Knowledge of brand management and print production processes.
- Experience in fundraising, sponsorship, or donor relations.

Personal attributes

- Commitment to and understanding of the Catholic and Marist traditions, culture, and ethos.
- Friendly, positive, and supportive attitude, with strong interpersonal and communication skills.
- Flexible, adaptable, and open to progress and change.
- High level of professionalism, including maintaining confidentiality and presenting appropriately in a professional setting.
- Proactive and self-directed, while also working effectively in a team environment.
- Ability to navigate both strategic and administrative tasks seamlessly.
- A preparedness to undertake some after hours work as required (e.g., for reunions or significant school events).

Key Areas of Work

SHOC Association, alumni, and the Sacred Heart College Foundation

The Old Collegians and Community Engagement Coordinator will:

- attend and contribute to SHOC and Foundation meetings;
- manage administration for SHOC and the Foundation, including meetings, agendas, minutes, events, publications, advertising, fundraising and philanthropy, and database management;
- plan, promote, and execute College reunions, alumni events, and Foundation activities;
- oversee all communications related to SHOC, alumni, and the Foundation;
- manage and enhance SHOC's social media presence and other promotional materials;
- develop and propose new events and initiatives to strengthen alumni connections with current students and staff;
- establish and maintain strategies for engaging graduating students with the SHOC community;
- manage all aspects of the College 'Hall of Honour';
- provide regular updates to the College Executive on SHOC, alumni, and Foundation activities; and
- identify and develop new opportunities for community engagement to enhance the profile of SHOC and the Foundation.

Communications and Publications

The Old Collegians and Community Engagement Coordinator will:

- develop and maintain College communications, publications, and marketing materials;
- contribute to content development for College publications, the website, and social media;
- liaise with staff and media organisations to identify and develop news stories that promote the College, with a particular focus on alumni;
- update and manage social media platforms and the College website in collaboration with the Communications Team;
- coordinate with print suppliers, design agencies, and production houses as required;

- provide graphic design support to internal and College-affiliated groups such as SHOC, Parents & Friends, and the Foundation; and
- oversee the creation, production, quality control, and distribution of the Blue & Blue, ensuring alignment with the College Style Guide.

General

The Old Collegians and Community Engagement Coordinator will:

- liaise with the Director of Business to ensure expenditure aligns with the relevant budget and obtain necessary approvals;
- attend community events for the purposes of engagement and celebration, as required by the Marketing and Community Relations Coordinator; and
- undertake additional duties as assigned by the Principal or Deputy Principal through a process of consultation and negotiation.

Other certifications

The employee must acquire and maintain:

- current Working With Children Clearance (Police Clearance) to work in Catholic Education South Australia;
- current police clearance with no financial convictions or disqualifications;
- approved Mandatory Notification training (Responding to Risks of Harm, Abuse and Neglect – Education and Care certificate);
- First Aid certificate or qualification (as applicable);
- currency of practice and relevant certifications or registration required for the safe and effective execution of the role; and
- awareness of, and compliance with, clearance and screening requirements for employees, volunteers and contractors.

Workplace health and safety

Workers have a responsibility to:

- take reasonable care for their own health and safety;
- take reasonable care to not adversely affect another person at work through acts or omissions;
- follow reasonable instructions given to ensure health and safety; and
- cooperate with reasonable policies and procedures made available to staff, which are designed to protect people at work.

In practical terms this means to:

- use appropriate equipment and safe work procedures designed to ensure health and safety;
- participate in training programmes as requested;
- report unsafe/unhealthy conditions (hazards) in their work environment;
- report incidents or near misses which have or could have caused injury; and
- become familiar with and follow the policies, procedures and information about WHS available to staff on CompliSpace.

Behavioural Expectations and Fair Treatment in the Workplace

Employees of Sacred Heart College are expected to:

- comply with the Code of Conduct for Staff Employed in Catholic Education SA;
- comply with legislation, policies, procedures and protocols regarding the non-acceptance of any unfair workplace treatment – discrimination, harassment and/or bullying; and
- report any concerns and/or ask questions or seek assistance regarding anything you are unsure about.

Performance review

All employees are required to proactively participate in the College's Performance Development Program including periodic review

Conditions of employment

Employer:	Sacred Heart College
Award:	South Australian Catholic Schools Enterprise Agreement 2020
Category:	Education Support Officer
Classification:	Grade 4
Prime location:	Marcellin Campus, Somerton Park, but with flexibility to work at any College site as required.

Reporting/working relationship

Immediately responsible to:	Marketing and Community Relations Coordinator
Line management from:	Deputy Principal

References

Institute of Marist Brothers (1998). *In the Footsteps of Marcellin Champagnat: A vision for Marist education today*. Institute of the Marist Brothers of the Schools; Sydney, Australia.