



MELTON CHRISTIAN COLLEGE
School Community Co-ordinator

ORGANISATIONAL PROFILE:

Melton Christian College is a leading P-12 school of over 1100 students in two locations. We are highly regarded, specialising in nurture, excellence, and Christ-centred schooling. We are committed to building a dedicated team of Christian educators and support staff, equipping them to invest in the lives of the students they serve. Our team is enthusiastic and positive and is committed to the mission, vision, and values of the College.

POSITION PROFILE:

The School Community Co-ordinator has two core interconnected community building focuses: 1. Maintaining and improving communications between the College and its existing parents and 2. planning, coordinating, and delivering key events. A key function of this role is the verbal and visual communication of our core values through our communication channels and community events at our two school locations.

The School Community Co-ordinator reports directly to the Head of Operations.

AWARD CLASSIFICATION:

Education Services (Schools) General Staff Award: Level 4.1

KEY RESPONSIBILITIES:

The key responsibilities of this role include, but are not limited to:

School Communications (0.5)

- Maintain a consistent look and feel to the College brand.
- Champion MCC brand within College Staff and provide tools for staff-generated external communications to ensure standards are met with written and visual content.
- Provide training to College Staff on communication best practices and available tools
- Bring together content creation (photography, video production, signage) for the College's website, digital campaigns, media, and college facilities
- Contribute to the maintenance of the MCC website, including uploading and updating content
- Prepare a Communications schedule of positive media stories for use on social media accounts and the College website and post articles, photos, and videos regularly.
- End-to-end process for the daily staff & student e-news, fortnightly parent e-news, college annual yearbook, and college annual diaries
- Development of MCC publications and promotional material for internal purposes and marketing needs
- Maintain the School's profile on digital directories.

- Responsible for oversight of external content creators, including graphic designers, printers, website designers, photographers, and videographers.

School Events (0.5)

- Responsible for coordination and delivery of School Community Events (e.g., Mother's Day, Father's Day, Grandparents Day)
- Responsible for coordination of official openings and launches (e.g., building opening ceremonies)
- Responsible for coordination and delivery of local Community Events (e.g., local council Christmas Carols)
- Assist faculty with student events (e.g., musicals, art shows, year 6 celebration day, year 12 graduation)
- Assist the enrolments team with school admission events (e.g., Information Sessions, Open Days, Orientation Days)
- Assist HR with staff events (e.g., whole staff professional development days, end of year lunch, 25+ year staff farewells)
- Coordination and assistance with other events as requested and where able.

KEY SELECTION CRITERIA

1. Alignment with the vision and purposes of the College.
2. Committed to Christian Education and enacting the College's core values.
3. A reliable team player with well-developed organisational and written and verbal communication skills
4. Demonstrated experience in the delivery of small and large events.
5. Demonstrated experience in digital communications.
6. Degree in marketing, communications, public relations, or similar qualification preferred.
7. High-level organisational skills and ability to balance multiple priorities and conflicting deadlines.
8. Current Working with Children's Check (or willingness to apply for one)
9. Current Police Check (or willingness to apply for one)

OCCUPATIONAL HEALTH AND SAFETY

The School Community Co-ordinator has delegated responsibility from the principal (for their workstation/office space, equipment, and facilities associated with their role) to:

- Ensure that College Health and Safety Policy and procedures are deployed within the area of responsibility
- Ensure that safe operating procedures are developed and implemented which are appropriate for the hazards and risk profile of the activities of their workstation/office space
- Ensure that College safety systems are implemented, and compliance is regularly audited and monitored (e.g., hazard reporting, hazardous materials storage and documentation, plant and equipment purchasing, audits, etc.)
- Ensure that health and safety is a scheduled agenda item within any staff team meeting
- Ensure that all hazards that are observed, and any incidents that may occur to any person within his/her area of responsibility are reported, documented, investigated and corrective actions are implemented as identified for action.
- Ensure that Health and Safety issues are identified, and planned for and resources required to manage health and safety issues are included in budgets.
- Support Management and Colleagues in performing their roles regarding health and safety matters.
- Ensure that regular workplace inspections and audits are carried out under college safety systems.

CHILD SAFE CULTURE

The School Community Co-ordinator has delegated responsibility from the principal to:

- Work towards embedding an organisational culture of child safety, including effective leadership in and beyond their workstation/office space
- Be familiar with and promote familiarity with the College child-safe policy.
- Be familiar with and promote familiarity with the additional points that establish the College's expectations for appropriate behaviour with children
- Take part in screening, supervision, training, and other human resources practices that reduce the risk of child abuse by new and existing personnel or volunteers
- Be familiar with and promote familiarity with processes for responding to and reporting suspected child abuse
- Always work to identify and reduce or remove risks of child abuse
- Always work towards appropriate participation and empowerment of children

CONDITIONS

Related to the Educational Services (Schools) General Staff Award with a salary depending on the candidate's experience and training.