



# CAMBERWELL

## GRAMMAR SCHOOL

### **POSITION DESCRIPTION**

## **COMMUNITY ENGAGEMENT COORDINATOR**

<b>Position:</b>	Community Engagement Coordinator
<b>Reports to:</b>	Director of Development
<b>Department:</b>	Development
<b>Type of position:</b>	Permanent, full-time, term time only
<b>Date prepared:</b>	February 2020

### **SCHOOL MOTTO**

“Spectemur Agendo” which means, “By our deeds may we be known”

### **CGS VALUES**

*Learning, Respect, Integrity, Courage, Optimism*

## **DEPARTMENT**

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The Development Office exists to raise funds and friends for Camberwell Grammar School (CGS). In meeting this objective, the Development Office services the CGS Foundation, the Old Camberwell Grammarians' Association (OCGA), all Parents and Friends of Support Groups, and handles school publicity and publications - excluding student publications.

## **POSITION OVERVIEW**

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The role will primarily assist the Director of Development with the day-to-day administrative and database tasks that contribute towards the achievement of the Development Office goals as well as assisting with developing and maintaining strong connections with all parties of the CGS community.

### **Key Responsibilities**

- **General Administration:**
  - First point of contact for visitors to the Development Office, ensuring all guests are welcomed in a warm manner (phone, email, face-to-face)
  - Liaise with all School community groups including current parents, past parents, Old Boys, current and past staff
  - Provide PA support to the Director of Development including: diary management, travel coordination, preparation of correspondence, filing etc.
  - Collate all relevant material for meetings and take/distribute minutes where appropriate
  - Assist with preparation of the yearly calendar of events
  - Keep account of expenditure within the office - petty cash
  - Assist the CGS Finance Manager to generate monthly Foundation financial reports including the Building Fund, Scholarship Fund and Education Fund
  - Generate and mail-out all 'thank you' letters
  - Coordinate the acquisition and distribution of the Indigenous Scholarship holders' books and uniforms
  - Oversee CGS merchandising including sourcing, monitoring stock levels and re-ordering
  - Order and maintain Development Office stationery and other consumables
- **Database Management:**
  - Enter all donations into the database ensuring high levels of data integrity
  - Generate and mail out all monthly reminder letters
  - Maintain and update the TASS database
  - Segmentation of data when necessary
  - Research to enhance the information available on the TASS database
  - Liaise with the IT department regarding the TASS database design and operation
- **Fundraising:**
  - Undertake donor research and assist with tracking prospects

- Monitor and record all donations whilst also accurately monitoring, recording and banking traditional donations
- Prepare fundraising brochures
- Prepare other fundraising materials letters, flyers, invitations etc.
- Organise donor acknowledgment/recognition functions
- **Event Management:**
  - In conjunction with other relevant parties where appropriate, coordinate fundraising and community events (e.g. Roystead and Gallery of Achievement Dinner; Life Governors' Dinner; Foundation AGM; Agendo Art Show)
  - Prepare material for advertising (e.g. School plays; Open Day etc)
  - Assist with planning, administration support and coordination of events
  - Prepare communications, invitation lists and mail-outs, bookings and logistics
  - Conduct post event follow-up

#### **Other Duties**

- Perform various other duties as required by the Director of Development

### **KEY RELATIONSHIPS & AUTHORITY**

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#### **Internal**

- Director of Development
- Development Team
- Headmaster
- Deputy Registrar
- Accounts Staff
- CGS Staff

#### **External**

- Donors and prospective donors
- CGS Parents
- CGS Alumni

#### **Direct Reports**

- NA

#### **Expenditure Authority**

- Authority to incur school expenditure in line with approved authority limits

### **POSITION REQUIREMENTS**

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#### **Knowledge & Skills**

- A minimum of 3 years providing a very high level of senior level administrative support
- Extensive experience in stakeholder management
- A solid background in busy administrative roles meaning you can juggle multiple priorities and deadlines with ease
- Demonstrated ability to produce high quality correspondence, reports and documents, including excellent writing and proofreading skills
- Excellent interpersonal and communication skills, with an ability to represent the School to a very high standard
- An ability to deal, on a regular basis, with a variety of stakeholders, demonstrating sound judgement and tact in interpersonal interactions
- Excellent priority management skills, with an ability to prioritise work, be self-directed and show initiative in identifying and dealing with issues that might arise, in an often time-pressured environment

- Demonstrated capacity to apply analytical and problem solving skills to non-routine activities
- A flexible approach to work hours, when required to work functions and events
- Excellent computer skills including advanced skills in Microsoft Office suite (including Word, Excel, PowerPoint, Access and Outlook), Adobe suite as well as spread-sheeting.
- Data processing skills with relation to using The Alpha School System (TASS)

**Qualifications**

- Valid Working with Children Check
- Current Police Check

**Competencies, Behaviours & Attributes**

- Genuine passion for team engagement and collaboration
- Ability to take initiative within prescribed limits
- A commitment and ability to provide a high level of customer service to all stakeholders
- Ability to establish and maintain positive working relationships both internally and externally
- High standard of accuracy and attention to detail
- High level of confidentiality and awareness of the need for sensitivity when dealing with donors and prospective donors.
- Ensure adherence to all School policies, procedures and the School goals, values and principles
- Ensure the appropriate care of School assets and equipment at all times

**Child Safe Standards**

Camberwell Grammar School is fully committed to ensuring the safety of all children and young people in our school environment and outside of school hours.

We are committed to ensuring that all those engaged in our school promote the fundamental right of children and young people to be respected and nurtured in a safe school environment.

We have zero tolerance of child abuse and expect all of our staff to:

- Be aware of, understand and comply with the School's Child Safety Policy and Code of Conduct, including the Child Safe Standards, and demonstrate behaviours in accordance with these;
- Complete all required Child Protection training prior to beginning at the School;
- Participate in regular training and professional development in Child Safety;
- Respond according to the School's policies and procedures when interacting with children, taking all allegations and concerns very seriously;
- Be committed to providing a safe environment for all children, promoting physical, emotional and cultural safety.

<b>Declaration</b>	
<p>I, _____ (full name) acknowledge that I have read and understand the <b>Community Engagement Coordinator</b> POSITION DESCRIPTION</p> <p>Employee Name (print): _____</p> <p>Employee Signature: _____ Date: _____</p>	

This Position Description is approved by:

Manager Name (print): \_\_\_\_\_

Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

HR Manager Name (print): \_\_\_\_\_

HR Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_