



INFORMATION FOR POTENTIAL APPLICANTS

MARKETING & COMMUNICATIONS COORDINATOR

Part Time | ESO Grade 4
8:15am – 4:15pm, Part Time
Commencing January 2025

Thank you for your interest in the advertised positions at St Columba College.

St Columba College is seeking applications from candidates with experience in Marketing & Communications for a vacancy at our College. This part-time position commences January 2025.

The Coordinator's primary focus is to assist the Director in executing the College's marketing and communication strategies.

Below you will find information to follow when submitting your application. Your application should include:

1. A covering letter of no more than two (2) pages outlining your suitability for the role. Please pay particular attention to highlighting your experience which supports the Key Responsibilities outlined in the Position Information Document.
2. Curriculum Vitae, of no more than three (3) pages, listing name and contact details of three professional referees. Please ensure that you include **your current employer**.
3. The completed **Application Declaration Form** (*found at the end of this document*).
4. Please direct any enquiries to Liane Anderson on **8254 0608** or via email at employment@stcolumba.sa.edu.au.
5. **Please submit your application via email in one (1) PDF format and in the following order:**
 - Applicant Declaration Form
 - Cover letter
 - Curriculum Vitae

Applications should be emailed to:
Mr Darren Pitt
Principal
employment@stcolumba.sa.edu.au

Applications close Sunday 24 November 2024.

Position Information Document

MARKETING AND COMMUNICATIONS COORDINATOR

**Employment Type:**

Part-time

Classification & Stream:

Education Support Officer – Other Professionals Stream

Grade:

Grade 4

Conditions of Employment:

Part-time, 8:15am – 4:15pm (7.5hrs)

Reports to:

Principal

Deputy Principal

Director of Marketing and Communications

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

1. BROAD PURPOSE

The Marketing and Communications Coordinator is responsible to the Principal through the Director of Marketing and Communications. The Marketing and Communications Coordinator will demonstrate a strong commitment to the College's vision of excellence in education and will present a welcoming and professional assistance to students, their families, staff and members of the community.

The Coordinator's primary focus is to assist the Director in executing the College's marketing and communication strategies. Responsibilities include promoting the College's reputation and brand among all stakeholders, managing communication channels, curating and creating engaging social media content, and supporting promotional campaigns for current, past, and prospective community members.

2. KEY WORKING RELATIONSHIPS

Principal

Deputy Principal

Director of Marketing & Communications

Colleagues

3. KEY RESPONSIBILITIES

- Take lead responsibility for capturing and editing photographic and video content at all College events
- Assist the Publications and Digital Officer create materials promoting events, programs and aspects of College life
- Assist with creating the photo layouts, proof reading, collating content, design and delivery of the newsletter and Yearbook
- Research, write, proofread, collate content and design internal collateral including enrolment and curriculum materials
- Coordinate the College's annual school photograph days.
- Liaise with staff to design and develop learning area publications and promotional material for events and activities
- Coordinate the design and production of award certificates, and manage the engraving process for medals and awards, ensuring timely delivery and high-quality presentation for school events and recognitions.
- Develop, implement, and maintain various social media platforms including Facebook, Instagram, TikTok, LinkedIn etc

Position Information Document

MARKETING AND COMMUNICATIONS COORDINATOR

- Curate and maintain the College's website, QKR canteen app, and School Box 'Connect' LMS
- Photograph students and staff in the learning environment and maintain the photographic archive
- Liaise with and support the College's Community Development Officer with creative content and notifications through various platforms
- Assist with College events
- Adhere to and oversee the College's corporate identity
- Performs other duties as required by the Principal and Director of Marketing and Communications
- Actively participate in regular performance reviews and undertake applicable training as required

4. PERSONAL QUALITIES

- Exemplary skills in graphic design, layout and publishing, using the Adobe creative suite: Photoshop, InDesign, Lightroom, Illustrator, with the understanding of printing principles and practices
- Skilled in capturing and editing high-quality photographic and video content
- Experience with Adobe Premiere Pro and Adobe After Effects is desirable
- Consistently display a creative and solutions focused attitude towards tasks
- High level knowledge and technical expertise of social media platforms, web publishing and digital media
- Experience in the strategic implementation of digital platforms
- Excellent written communication editing and sub-editing skills
- Excellent interpersonal skills with an ability to work with a broad range of people
- Strong organisational and project management skills and ability to work autonomously, being flexible and adapt to changing demands
- Demonstrated ability and willingness to take initiative, and to improve and enhance existing systems and procedures
- Actively support the Anglican and Catholic faith, the school's Vision and Mission and Strategic Plan
- Understand the employer's requirements and act in accordance with all College policies, guidelines, and procedures
- Act in a manner consistent with the Code of Conduct for Staff at St Columba College

5. SPECIFIC REQUIREMENTS

- Experience and/or qualifications in Marketing, Graphic Design, Visual Communications, Communication and Media or a related discipline.
- 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.

6. 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

Position Information Document MARKETING AND COMMUNICATIONS COORDINATOR

- 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).

Employment Declaration

To be considered for employment in any capacity, you must complete all parts of this Declaration, including by providing additional, supporting information and documentation where a "Yes" response has been recorded. You will not be considered for employment unless you complete the Declaration and provide comprehensive and complete information as necessary.

If you have any questions about the Declaration, please contact us on (08) 8254 0600.

Dr / Mr / Mrs / Ms / Other _____ **SURNAME:** _____

GIVEN NAMES: _____

FORMER NAMES: _____ *please ensure your FULL name is included*

DATE OF BIRTH: (optional) _____ **TELEPHONE:** _____

ADDRESS: _____ **P/Code:** _____

EMAIL: _____

Please tick the statement that best describes your working rights in Australia:

<input type="checkbox"/> Australian/NZ Citizen	<input type="checkbox"/> Permanent Australian Resident
<input type="checkbox"/> VISA with working rights (please provide a copy)	<input type="checkbox"/> Other (please specify): _____

Teacher Registration No. (if applicable): _____

You must provide the **ORIGINAL** TRB issued teacher registration certificate (if applicable) and evidence of a valid, current DHS issued **Working With Children Check** for sighting at your work location.

POSITION FOR WHICH APPLICATION IS MADE: _____

Please respond to the questions below and sign the Declaration at the end of this form:

- | | | | |
|--|-----|----|-----|
| 1. Have you ever been investigated, charged, arrested, reported for or pleaded or found guilty of any criminal offence? (Tick 'No' where an expiation notice only was received) | Yes | No | |
| 2. Have you ever received a written counselling or warning or been dismissed or resigned following allegations of improper or unprofessional conduct or unsatisfactory work performance? | Yes | No | |
| 3. Are you currently the subject of an investigation or process being undertaken by your employer, a regulator/registrar or police? | Yes | No | |
| 4. (a) Have you ever been the subject of adverse findings in the course of an investigation or any other process relating to alleged unsatisfactory performance or misconduct by you as an employee? | Yes | No | |
| (b) If no to question 4 (a), did you resign during the course of a process/investigation and prior to any findings being made? | Yes | No | N/A |
| 5. (a) Have you ever been the subject of adverse findings relating to allegations of misconduct by you including of a sexual nature towards or in relation to a child (person under 18 years of age) or towards any other person to whom you were responsible for providing education or other services? | Yes | No | |
| (b) If no to question 5 (a), did you resign during the course of a process/investigation and prior to any findings being made? | Yes | No | N/A |
| 6. Our process includes asking referees whether there are any child protection concerns in your regard. Do you foresee any problem arising from this process? | Yes | No | |
| 7. (If applicable) Do you have conditions on your SA teacher registration? | Yes | No | N/A |

Please note: If you answer YES to any of the above questions, you are required to provide comprehensive supporting details, including relevant documentation in order to be considered for employment. (Please attach as separate sheets.)

If you choose not to answer one or more of the above questions, please indicate by ticking the box below that you wish to meet with the Principal (or delegate) to discuss.

I have opted not to answer one or more of the above questions and ask that a meeting be arranged with the **Principal** (or their delegates)

Please note: If you wish a meeting to be arranged you must submit your application at least one week prior to the closing date.

Further information and ongoing requirements

Evidence of a criminal history that may be unrelated to any risk of harm to children will not automatically preclude a person from being or remaining employed.

The requirement for full and honest disclosure is a condition of initial and ongoing engagement. In signing this form you declare that you are a fit and proper person of good character, and if you are successful in your application, you will notify the **Principal** should there be a relevant change in your circumstances; for example, criminal charges and convictions, restraining orders, intervention orders, injunctions, disciplinary proceedings and investigations.

If you are charged with, convicted of, or granted bail in relation to a sexual offence against a child you are required to inform the **Principal** immediately and if you are accused, convicted or granted bail you will need to immediately cease providing services to the College.

Declaration

I understand that any false or misleading information I provide will result in me not being considered for employment or may result in the termination of my employment. I declare that I have answered this Employment Declaration Form truthfully.

Signed: _____ Date: _____

OFFICE USE:

Principal signature: _____ Date: _____