



## INFORMATION FOR POTENTIAL APPLICANTS

### DIRECTOR OF COMMUNITY ENGAGEMENT Permanent, Full-time Commencing ASAP

Thank you for your interest in the advertised position. Below you will find information to follow when submitting your application.

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.

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.
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 **Employment 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](mailto:employment@stcolumba.sa.edu.au).
5. Specific Requirements for this position include:
  - Current acceptable Department of Human Services (DHS) Working with Children Check (WWCC).
  - Approved Responding to Abuse and Neglect training with an Education and Care focus.
  - Relevant First Aid Certificate
6. **Please submit your application via email in one (1) PDF format and in the following order:**
  - Employment Declaration Form
  - Cover letter
  - Curriculum Vitae

Applications should be emailed to:  
Mr Darren Pitt  
Principal  
[employment@stcolumba.sa.edu.au](mailto:employment@stcolumba.sa.edu.au)

Applications close 5pm Friday 28 February 2025

# Position Information Document

## DIRECTOR OF COMMUNITY ENGAGEMENT



**Employment Type:**  
Permanent

**Position Title:**  
Director of Community Engagement

### Conditions of Employment

Full-Time

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).

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## 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 purpose and values, enhance parent engagement, manage enrolments, oversee 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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## DIRECTOR OF COMMUNITY ENGAGEMENT

### 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 partnerships, 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 centre of excellence in the community.

#### 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 enrolment 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 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

- Liaise with the Director of Marketing and Communication to develop and implement a comprehensive communication strategy for internal and external stakeholders.
- 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 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.
- 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.

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- 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.
- First Aid Qualification as directed by the College.
- As a worker, comply with the SA Work Health & Safety Act 2012 and, while at work, take reasonable care for their own health and safety.
  - 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 of the employer that is related to health and safety at the workplace that has been notified to workers

Being vaccinated against COVID-19 is not mandatory for staff. It is highly recommended for all staff to maintain vaccination status as recommended by the policy.

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 and outcomes.

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: \_\_\_\_\_