

ARDEN



Community Engagement Coordinator Role Description

About Arden Anglican School

Arden is a non-selective Anglican School providing a co-educational, Pre-School to Year 12 education. It seeks to attract, retain, and develop dedicated, highly effective, values-oriented staff for all positions. At Arden, we are committed to providing a positive work environment in which staff are valued and encouraged to develop professionally.

Arden is a Christian community centred on the good news of Jesus Christ. Arden's ethos is of high expectations and a commitment to academic and professional excellence. The School aims to attract and retain the best possible teachers and support staff, who are experts in their field and highly committed to the continuous improvement of their professional practice. The School's focus is to engage staff who have a passion for lifelong learning and believe in each student's unique value. Arden welcomes applications from people of faith who are committed to the Christian aims of the School.

Arden is committed to being a Child Safe organisation. All staff are required to help always maintain a child safe culture, and to act in every child's best interest and to keep them safe from harm. The School has zero tolerance for child abuse.

There is a strong collegial culture of mutual trust and support between staff and school leaders. All levels of governance are committed to embodying the Christian values of the School, and a culture of servant-minded leadership is fostered at all levels.

All staff must be committed to positive and caring relationships because they are important to successful student learning and the high level of family involvement that exists at Arden in all aspects of school life.

Our Vision and Mission

Vision

Arden strives to be an inspiring learning community that engages the mind, nurtures the spirit, and nourishes the body in a caring Christian environment.

Arden graduates are curious, courageous and compassionate men and women with an enduring passion for learning who transform the communities in which they live and work.

Mission

Centred on the Christian faith and finding joy in God, Arden provides an exceptional co-educational learning experience that nurtures the uniqueness of confident, capable global citizens.

Workplace Expectations

Professional Conduct

- Foster supportive positive professional relationships
- Demonstrate a sensitive and compassionate work ethic, underpinned by the Christian values of the School
- Demonstrate a duty of care to staff, students and visitors in relation to their physical and emotional wellbeing
- Undertake and comply with mandatory training and regulatory requirements as determined by the School
- Attend School meetings, as requested, including outside of usual work hours
- Participate in professional learning, as requested, including outside of usual work hours
- Any other duties and activities as required by the School Principal (or delegate)

Work Health & Safety (WHS)

- Participate in the development of a safe and healthy workplace
- Adhere to safe work procedures ensuring ongoing adherence to any instructions given for personal safety and health as well as that of others
- Remain familiar with emergency and evacuation procedures, including the location and use of emergency equipment (e.g. first aid kits, fire blankets)
- Report any injury, hazard or illness immediately in accordance with the School's policies and procedures

Child Safety

- Actively participate in the School's zero tolerance for child abuse and commitment to embedding Child Safety in approaches to daily work tasks and involvement in School approved activities
- Model a commitment to providing, so far as reasonably practicable, an environment in which students feel respected, valued and encouraged to reach their full potential
- Commit to understanding professional boundaries and the nuances of appropriate student and staff interactions in the workplace
- Demonstrate an understanding of the need to report suspected (observed or perceived) abuse, neglect, mistreatment and risk of harm

Privacy

- Commit to understanding the appropriate use, sharing, retention and destruction of personal information in the workplace
- Demonstrate an understanding of the need to report suspected (observed or perceived) data breach/es and misuse of personal information

Role classification

Staff are employed at a classification level and assigned to a role rather than appointed to a position. Staff may be re-assigned to other roles at the same classification over time, in line with organisation priorities and/or personal development plans.

The below is intended to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive or limiting list of responsibilities and expectations of the position. Any additional daily tasks are as advised by the Line Manager and are not identified in this Role Description.

The responsibilities, expectations and tasks relevant to this role may be varied at the Principal's discretion, to ensure the operational needs of the School are continually being met.

Professional Review

This Role Description in conjunction with any role specific task lists (if applicable) will be relied on as a framework for professional review.

Role	Community Engagement Coordinator
Selection Criteria	<ul style="list-style-type: none"> <input type="checkbox"/> Outstanding interpersonal skills to build relationships with key stakeholders <input type="checkbox"/> Continuous improvement and innovation with processes and practices <input type="checkbox"/> Excellent organisational skills, planning, and strategic thinking capabilities <input type="checkbox"/> Using technology and software programs to make event management efficient <input type="checkbox"/> Experience working in a similar role with similar duties
Campus	Whole School
Department	Community Engagement
Direct Reports	Nil
Key Relationships	Community Engagement Team, Principal, EA to Heads of School
Role Profile	<p>The prime purpose of this role is to promote the School and further develop positive relationships between the School and the broader community.</p> <p>As part of the Community Engagement Team this role will be required to attend events, functions, and conferences outside of normal hours and to undertake presentations, on behalf of the School as required.</p>
Qualifications	<ul style="list-style-type: none"> <input type="checkbox"/> Relevant qualification in community engagement, event management or relevant experience in a similar role (desirable) <input type="checkbox"/> Minimum 3 years' experience in a similar role (preferred)
Skills, Knowledge & Experience	<ul style="list-style-type: none"> <input type="checkbox"/> Strong organisational and time management skills with an ability to prioritise tasks, meet deadlines and concurrently manage a number of tasks <input type="checkbox"/> Experience in planning and running events <input type="checkbox"/> Ability to maintain confidentiality, cultivate trust, credibility and honesty <input type="checkbox"/> High level of competency in all required software including Microsoft office suite, Adobe suite and Synergetic (desirable) as well as basic spread-sheeting and social media tools
Role Function	<p>The Community Engagement Coordinator, throughout their daily work practice, is expected to:</p> <p>Arden Parent Network (APN)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Acting as the liaison between the APN and the School and facilitating communications between the two <input type="checkbox"/> Assisting the APN with their activities, events and communications <input type="checkbox"/> Attending APN meetings and being a point of contact for the APN members <input type="checkbox"/> Assisting with the production of APN information, invitations and other communications <input type="checkbox"/> Assisting the APN with community event planning, organisation and promotion <p>Event Coordination</p> <ul style="list-style-type: none"> <input type="checkbox"/> Managing all facets of significant community events (e.g. Parent engagement functions, New Parents' Welcome events, Presentation Day, prayer breakfasts, Christmas functions) <input type="checkbox"/> Assisting in the organisation and conduct of school promotional events as required (e.g. Open Mornings, Open Days, etc.)

- Supporting the Director of Community Engagement in the organising of other school events as required (e.g. Presentation Day, fundraising events)
- Overseeing the administration of all relevant event booking portals, as applicable

Arden Alumni Association

- Building a warm, effective and long-term relationships with alumni
- Being a point of contact for the Arden Alumni Association
- Co-ordinating reunions and other alumni events
- Communicating with alumni using social media, newsletter and invitations to special events
- Maintaining accurate alumni records in the school community database (currently Toucan Tech database)

Philanthropy

- Maintaining and developing current philanthropic relationships
- Cultivating new donors and sources of major gifts
- Maintaining gift and donor information, produce donor receipts, gift acknowledgement, ensure historical records of all giving
- Maintaining and refining an effective program for recognition and appreciation of donors
- Recruiting and organising fundraising volunteers
- Providing compelling collateral to support fundraising and engagement, in conjunction with the Director of Community Engagement

New families

- Promoting the profile of Arden Anglican School within the School family and externally to the wider community through public relations, creation of awareness and friend-raising
- Promoting a strong relationship between families and the school to develop community spirit
- Proactively lead groups of volunteer parents with the planning and execution of a range of events and activities.
- Supporting parent volunteer programs for in class, productions, sporting events, etc.
- Supporting the Heads of School with student orientation activities
- Promoting parent information seminars and guest speakers open to the community

Community Engagement

- Establishing, nurturing and maintaining positive external relationships with businesses and individuals
- Investigating commercial sponsorship opportunities for school activities
- Engaging with local community groups for mutual benefit
- Participating in community and social events that promote the school
- Recording, honouring and celebrating the development of the School and recognising widely those members of the School community who have made a significant contribution to Arden.
- Promoting opportunities for community use of school facilities

General

- Actively participate in team meetings

- Other tasks and duties as determined by the Director of Community Engagement
- Assisting the school calendar and diary coordination
- Support and promote the School's policies and practices for Occupational Health and Safety.