



De La Salle College Malvern Alumni & Community Manager POSITION DESCRIPTION



De La Salle College Malvern is actively committed to fostering a community of safeguarding that recognises and upholds the dignity and rights of all children.

De La Salle College is an equal opportunity employer.

"The young should be able to see in your wisdom how they should behave."

St John Baptist de La Salle - (Med 132.1—on the life of Saint Norbert)

Role Purpose

The Alumni & Community Manager supports the mission, vision and philosophy and values of the College community and the College's Lasallian tradition wherein respect is the foundation for all relationships and the safety and wellbeing of all students is at the forefront.

Key Areas of Responsibility

The main responsibilities of the position are;

Alumni

- Develop direct relationships across the alumni community and seek feedback to improve the experience of current stakeholders with a view to growing enrolments.
- Work with the Business Manager and Community Engagement Team to develop and implement the college's Alumni Strategic Plan.
- Survey alumni community to gain an understanding of engagement needs and requirements
- Communicate and liaise regularly with Alumni groups regarding community events and engagement opportunities as they are developed.
- Prepare a monthly report that measures and details alumni activity and engagement.
- Manage alumni volunteers and any mentoring programs.
- Investigate and implement new opportunities for the development and growth of alumni engagement and events
- Host any alumni visits and tours
- Identify any potential donors within the alumni community.
- Devise innovative ways for collecting and improving constituent contact information to enhance the College's constituent database (Synergetic)
- Ensure that alumni contact details are continuously updated and refined.

Community Events & Engagement

- Prepare an annual calendar of functions and events and the associated work tasks
- Plan, co-ordinate and manage Reunions and other designated functions and events as required.
- Organise all Alumni events.
- Develop and implement a Community Engagement plan in line with the College's Strategic Plan
- Ensure that Community Engagement events and functions are fully documented, implemented and regularly reviewed
- Manage supplier relationships ensuring that all goods and services supplied are consistently high quality.
- Build strong relationships across all stakeholder groups
- Coordinate, plan and execute College events with the relevant staff
- Be hands-on and directly involved ensuring that all aspects of the event/function are of suitable standard and quality
- Manage annual budget for College events/functions in conjunction with the Business Manager
- Each Term prepare a report on Events/Functions summarising the outcomes and suggesting improvements if necessary for the Business Manager

Community

- Work with the Head of Community & Engagement to ensure effective marketing of events
- Identify opportunities for positive public relations and marketing opportunities that promote college functions/events
- Provide support to Principal and Executive Team regarding events and community engagement regarding school policies and practices

- Mitigate risks and identify threats to the college's reputation

Professional Practice

- Attend training and professional learning programs to maintain skillset for this role;
- Be familiar with the College's First Aid and Emergency procedures;
- Attend whole College events such as Faith Formation days, sports events and College assemblies;
- Participate in annual performance reviews.

Child Safety

The College has a zero tolerance of all forms of child abuse and actively works to listen to and empower students. The College has policies and processes in place to protect students from abuse and takes all allegations and concerns seriously, and responds in line with the organisation's policies and procedures.

Staff must adhere to the following:

- A thorough understanding of the College's Child Safety and Wellbeing Policies and the Child Safety Code of Conduct, and any other policies or procedures relating to child safety and wellbeing;
- Assist in the provision of a child-safe environment for students;
- Demonstrate duty of care to students in relation to their physical and mental wellbeing.

Breaches will be managed as per the CEMEA 2022 Clause 13 – Managing Employment Concerns.

Occupational Health & Safety

There is responsibility, incumbent on all staff, to ensure that the regulations associated with Occupational Health and Safety are adhered to.

Staff are advised that they are to:

- Take reasonable care of their own safety and health and safety of others affected by their acts or omissions;
- Report hazards, accidents or incidents (near misses) in accordance with agreed college procedures;
- Follow established safe working procedures, instructions and rules;
- Cooperate with the employer with respect to any action taken by the employer to comply with any requirement imposed by or under the act;
- Not willfully or recklessly interfere or misuse anything provided in the interests of health and safety or the welfare of others;
- Not willfully place at risk the health and safety of any other person in the workforce.

The complete Occupation Health and Safety College Policy may be viewed through accessing the College Policies on the Learning Management Platform (OLLIE).

Criteria

Personal Requirements/Competencies

- Work flexibly as part of the wider Administration and Community teams in the pursuit of the College's Mission and Values.
- Demonstrated ability to contribute at both a strategic and operational level (ie. financial, planning and relationship management)
- Experience working in a student management database
- A creative flair, or Adobe InDesign experience.
- High level interpersonal skills and the ability to work within a team
- Excellent customer service skills
- Advanced working knowledge of the Microsoft Office Suite
- Strong organisational and time management skills.
- A demonstrated understanding and experience in organizing and managing community events
- Alignment with the values and Catholic ethos of the College;
- A commitment to the College's Child Protection – Child Safety and Wellbeing Policy upholding the school's statement of commitment to child safety at all times;
- High level of professional personal presentation;

- Enthusiastic and highly motivated to contribute;
- Flexibility and ability to operate effectively in a changing environment;
- Working with Children Check for Victoria and National Police Record Check required prior to commencement.

Accountability

Reports to: Head of Community & Engagement
Internal liaisons: Principal, Business Manager, Staff
External liaisons: Contractors and suppliers, alumni community

Conditions

The position is employed in accordance with the terms and conditions of the Victorian Catholic Education Multi Employer Agreement 2022.

The successful applicant would require a commitment to ongoing professional learning and hold relevant qualifications. All employees at De La Salle College are to follow college policies and procedures, including the Occupational Health and Safety Act 2004 and Equal Opportunity Act.

Classification: Education Services Officer, Category C, Level 4.
Employment Status: Ongoing
Time Fraction: Full time
Hours of Work: 8:00am – 4:00pm (flexible depending on College events)
Leave: 7 weeks annual leave (taken during school holidays)

This Position Description may be subject to change during the term of the appointment as part of a normal process of ongoing evaluation of the College's operations.