



# Development Office Opportunities

Parade College is a member of the national body of Catholic schools known as Edmund Rice Education Australia (EREA). The College aims to help young men grow into well-rounded individuals who will make a meaningful contribution to society. In a vibrant learning community, students are encouraged to explore and develop their talents to the fullest and aim for excellence in all their endeavours.

As a long-standing Catholic school for boys in the Edmund Rice tradition, Parade College strives to be a learning community that offers best practice education and pastoral care to its students to foster fullness of life and holistic growth for all.

The College completed the recruitment and selection process for the Development Manager and Enrolment Officer earlier in the year.

Applications are now invited for the following exciting opportunities within the newly formed Development Office at the College:

- **Marketing Officer**
- **Development Office Assistant**

The Development Office will support the mission, vision and values of the College community, by promotion of the College's aspirations and achievements through: marketing and communications; enrolments; development and fundraising; the community database; and engagement across community stakeholders and groups.

Through the Development Manager, the Development Office will be responsible for the promotion of the College in a high-quality and positive manner through:

- Production of advertising, print, collateral and merchandise;
- Maintenance of College brand;
- Management of our digital and social media presence; and
- Management of major events.

The Development Office also has a vital role in the operation of the College with overall responsibility for:

- the enrolment procedures and achieving the enrolment targets set by the College Executive;
- the development and implementation of student recruitment and retention strategies that maximise and maintain enrolments in all areas of the College; and
- promotion of the College to the wider community and assisting families in helping them decide that Parade College is their school of choice.

The ideal candidates are suitably qualified and/or experienced, customer focused professionals with sound experience in a similar role, known for their friendly and polite demeanour, attention to detail, execution and energy. The successful candidates will be innovative, highly organised and can effectively manage multiple priorities in a dynamic, fast paced environment. Impeccable communication skills assure the successful candidates will have confidence when dealing with internal and external stakeholders.

All Staff are expected to support and participate in the faith life of the College, including commitment to the College's Mission, ethos, and participate in ongoing professional development and learning.

## **Application Requirements**

In preparing an application, please read the advertisement and position description carefully to ensure that you can demonstrate your ability to meet the position requirements and have a solid understanding of the role.

Applications must include:

- a **covering letter**
- a separate statement addressing the **Key Selection Criteria** addressing your skills, qualifications and experience relevant to the role
- a current **Curriculum Vitae**; together with
- a completed **Application for School Officer** form available on the College website.

Applications should be emailed to [hr@parade.vic.edu.au](mailto:hr@parade.vic.edu.au), and addressed to the Principal.

**Applications close at 4pm, Friday 5 November 2021.**

*Parade College acknowledges Aboriginal and Torres Strait Islander peoples as the traditional custodians of the lands where we live, learn and work.*

*This community is committed to the safety, wellbeing and protection of all children in our care.*



## PARADE COLLEGE

### POSITION DESCRIPTION

<b>Position Title</b>	Development Office Assistant
<b>Reports To</b>	Development Manager

#### PRIMARY PURPOSE OF POSITION

The Development Office Assistant provides administrative support to the Development Manager and the Development Office Team.

The Development Office, led by the Development Manager, is responsible for the strategic direction and operations of the College's marketing and communications; enrolments; development and fundraising; the community database; and engagement across community stakeholders and groups.

The Development Office oversees the College portrayal in a high-quality and positive manner through:

- Production of advertising, print, collateral and merchandise
- Maintenance of College brand
- Management of our digital and social media presence, and
- Management of major events.

STATEMENT OF DUTIES	
<b>Administration</b>	<ul style="list-style-type: none"> <li>• Reporting to the Development Manager, undertake administrative tasks in relation to the role that includes, but are not limited to;               <ul style="list-style-type: none"> <li>➢ Phone call enquiries</li> <li>➢ Preparation of correspondence</li> <li>➢ Maintenance and monitoring of enquiry database(s)</li> <li>➢ Proof reading of documents, publications, letters</li> <li>➢ Stakeholder relationship management</li> </ul> </li> <li>• Support the Development Manager and Enrolment Officer with the preparation and distribution of enrolment information to prospective families, as well as maintaining the data integrity of enrolment enquiries and applications.</li> <li>• Assisting in the coordination of and representation at special promotional events such as Open Days, VIP visits, significant ceremonies, family welcomes and orientation events as required.</li> <li>• Assisting with parent engagement events including welcome evenings, information sessions and other celebrations as required.</li> <li>• Applying the College's Privacy Policy and Australian Privacy Principles in ensuring measures are employed to maintain the strictest level of confidentiality.</li> <li>• Other duties as directed by the Principal and/or the Development Manager.</li> </ul>
<b>Event Administration</b>	<ul style="list-style-type: none"> <li>• Assist the Development Office to plan, execute and administer the College's events to maximise attendance and build a well-informed connected community.</li> <li>• Coordinate the collation of information in order to maintain an up to date register of past students.</li> </ul>

	<ul style="list-style-type: none"> <li>• Coordinate and support College event logistics, marketing and communications, and liaise with potential sponsorship and event partnerships where appropriate.</li> <li>• Support the Development Office to develop strategies to promote former students considering admittance of their child at the College.</li> <li>• Ensure all records of Old Paradians are kept up to date and managed appropriately, maximising data integrity and confidentiality.</li> <li>• Attend College events and functions as required.</li> </ul>
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POSITION REQUIREMENTS	
<b>Qualities required</b>	<ul style="list-style-type: none"> <li>• A friendly, positive, polite and helpful work manner.</li> <li>• Proven ability to deliver exceptional customer service and build strong relationships.</li> <li>• Personal sense of initiative, enthusiasm and high energy.</li> <li>• Sound communication and interpersonal skills to build relationships with key stakeholders.</li> <li>• Excellent organisational skills, planning, and investigative capabilities.</li> <li>• The highest level of loyalty and discretion, and the capacity to maintain the strictest levels of confidentiality.</li> <li>• Committed to ongoing professional development.</li> </ul>
<b>Child Safety</b>	<ul style="list-style-type: none"> <li>• Be a suitable person to engage in child-connected work</li> <li>• Be experienced in working with children</li> <li>• A demonstrated understanding of child safety</li> <li>• A demonstrated understanding of appropriate behaviours when engaging with children</li> <li>• A sound knowledge of legal obligations relating to child safety under Ministerial Order No. 870 Child Safe Standards,</li> <li>• Working familiarity with Child Safe requirements and expectations of MACS PROTECT, EREA and VRQA</li> <li>• A demonstrated understanding of and commitment to Child Safety protocols, codes of conduct and to ensuring Parade College is a Child Safe School</li> </ul>
<b>Selection Criteria</b>	<p>The qualifications, experience, and skills required for the position ideally include:</p> <ol style="list-style-type: none"> <li>1. Support and participation in the faith life of Parade College including commitment to the Mission Statement, ethos of the College, Charter of Edmund Rice Education Australia and personal faith formation.</li> <li>2. Experience in an event coordination, event coordination, and/or marketing administration or similar role.</li> <li>3. Excellent ICT skills, in particular the Microsoft Office package, including the ability to use College administration and database systems.</li> <li>4. Highly developed organisational, planning, problem-solving and coordination skills including the ability to manage demanding or competing deadlines</li> <li>5. Sound proof reading and editing skills, with a strong attention to detail.</li> <li>6. Proven ability to deliver exceptional customer service and build strong relationship across a range of stakeholders.</li> <li>7. Well-developed interpersonal skills including organisation and communication, with a proven ability to work effectively, independently and collaboratively, in a team.</li> <li>8. Commitment to ongoing professional learning.</li> </ol>

TERMS AND CONDITIONS
<ul style="list-style-type: none"> <li>• Terms and conditions for this position are as outlined in the <i>Victorian Catholic Education Multi Enterprise Agreement 2018</i> for Education Support Officers. Salary is set out in the Agreement according to qualification, skills, and experience.</li> </ul>

- This position is a full-time ongoing position.
- The position attracts seven weeks' school holidays.
- The position reports to the Development Manager and will need to be available to the Development Manager during specified periods leading up to the commencement of school and after school finishes/school holiday periods.
- This position will require the incumbent, from time-to-time to work outside the regular School hours to attend meetings, events, interviews and functions. Attendance at Open Day is compulsory. Availability and a high degree of flexibility to respond to peak work periods is essential.
- College staff are expected to support the faith life of Parade College, including commitment to the Mission Statement, ethos of the College, Charter of Edmund Rice Education Australia and personal faith formation.
- The successful applicant would require a commitment to ongoing professional learning. The position requires the completion of an Annual Review Meeting.
- All employees at Parade College are to follow College policies and procedures, including the Occupational Health and Safety Act 2004 and Equal Opportunity Act.
- Parade College is fully committed to the protection of children. The successful applicant will be expected to satisfy child protection screening and adhere to the School's Childs Protection Policies.