



### POSITION DESCRIPTION

	Effective Date:	August 2025
<b>POSITION TITLE:</b>	Communications Co-ordinator	
<b>REPORTS TO:</b>	Head of Marketing and Community Engagement	
<b>POSITION PURPOSE</b>	<p>The Communications Co-ordinator supports the Head of Marketing and Community Engagement in delivering high-quality communications across digital, print, and public platforms. The role is responsible for developing engaging content, strengthening community and media relationships, and enhancing the School's profile with current and prospective families.</p>	
<b>KEY RESPONSIBILITIES</b>	<p><b>Content &amp; Publications</b></p> <ul style="list-style-type: none"> <li>Develop and implement an annual Communications Plan aligned with the School's Strategic Plan.</li> <li>Write, edit, and publish content for newsletters, website, social media, media releases, and publications.</li> <li>Co-ordinate production of the School magazine, yearbook, annual reports, and other publications.</li> <li>Drive improvements to ensure readership and engagement across all channels.</li> </ul> <p><b>Digital &amp; Media</b></p> <ul style="list-style-type: none"> <li>Maintain and update website and digital content, using analytics to optimise performance.</li> <li>Co-ordinate digital communications, including eDMs and social media campaigns.</li> <li>Identify, develop, and pitch positive media and community stories.</li> </ul> <p><b>General</b></p> <ul style="list-style-type: none"> <li>Build strong stakeholder relationships through effective communication.</li> <li>Manage suppliers and agencies as required.</li> <li>Contribute to a collaborative, high performing Marketing and Community Engagement team.</li> </ul>	
<b>EXPERIENCE AND QUALIFICATIONS:</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>Tertiary qualification in Communications, Public Relations, Journalism, or related field.</li> <li>Strong writing, editing, and proofreading skills across multiple channels.</li> <li>Demonstrated ability to manage deadlines, multi-task, and work proactively in a fast-paced environment.</li> <li>Experience with digital platforms, websites, and social media.</li> <li>Strong interpersonal skills with the ability to engage stakeholders and handle confidential information.</li> <li>Experience in leading publications or large communications projects.</li> <li>Willingness to uphold the ethos and values of the School.</li> <li>Ability to obtain a Working with Children Check.</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>Experience in education or not-for-profit sector communications.</li> <li>Familiarity with content management systems and analytics.</li> <li>Knowledge of media and public relations practices.</li> </ul>	

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<b>SELECTION CRITERIA:</b>	
<ol style="list-style-type: none"> <li>1. Tertiary communications/public relations/journalism qualifications along with at experience in a similar position.</li> <li>2. Demonstrated high-level professional writing and editing skills for a range of traditional and online platforms such as publications, newsletters, press releases, web articles and news content to reach a diverse group of target audiences.</li> <li>3. Excellent attention to detail, initiative, planning and organisational skills to prioritise and meet deadlines whilst working under pressure.</li> <li>4. Highly developed interpersonal skills, including a demonstrated ability to effectively build and manage positive relationships with both internal and external stakeholders.</li> </ol>	
<p><b>Hours of Work</b></p> <p>This position has the flexibility to be full time or part time. Please indicate your preferred working hours on your application.</p> <p>School business operational hours fall between 8.00 am and 5.00 pm on weekdays. However, flexibility of hours (evenings and weekend work) will be required to facilitate effective input and involvement in the full scope of this position.</p>	