Community Engagement Manager

One of Australia's leading independent schools for boys, Scotch College is renowned for its innovation in teaching and learning and its commitment to offering a broad education to develop each boy to his full potential.

We are seeking a dynamic and enthusiastic Community Engagement Manager to lead and develop community engagement strategies, coordinate special events and build positive and meaningful relationships throughout the school community. Working collaboratively and building partnerships with key stakeholders, this full-time permanent position provides an opportunity for a creative and highly organised professional to plan a program of Parents' Association events and activities that enhance community involvement, inclusivity and connection with families.

The successful applicant will have:

- Strong understanding of school communities and parent interest groups/involvement
- Understanding of the Scotch Family including events and activities of the Parent Association (desirable)
- Excellent interpersonal, written and verbal communication skills
- Outstanding relationship building capability
- Proven project management and event planning skills
- Well-developed organisational and time management skills
- Excellent administrative skills and use of IT systems
- Relevant tertiary qualifications and experience
- Relevant qualifications and/or training in child safety and wellbeing
- Current Employee Working with Children check or VIT

Some of the many benefits of working at Scotch College are:

- Extensive resources and facilities
- Opportunities for ongoing professional and personal development
- Generous leave entitlements
- Staff wellness activities including gym and swimming pool access, yoga sessions and interest groups
- Access to extensive Employee Assistance Program (EAP)
- Easy access via public transport and onsite parking

Applications should be addressed to the Director of People and Culture, and include a cover letter, CV and the full contact details of at least 3 professional referees. Applications will be accepted **via email** employment@scotch.vic.edu.au **only**.

Closing date: Friday 29 November 2024 (5pm)
Scotch College reserves the right to interview and appoint prior to the closing date

Support of the College's Christian heritage is an expectation of all staff.

Scotch College has been accredited as a Safe School by the Australian Childhood Foundation.
All members of staff are required to provide referee, proof of identity and academic qualifications checks prior to employment.