



Community Engagement Manager

Position Description

Role Summary

The Community Engagement Manager at Scotch College is responsible for developing engagement strategies, coordinating special events and facilitating communication between the school and the parent community. Working collaboratively with key stakeholders, the Community Engagement Manager leads the management and planning of a program for Parents' Association events and activities and implements strategies that enhance communication and build positive and meaningful relationships throughout the school community.

Working alongside the Scotch Parents' Association (including parent group auxiliaries), SPA Events Committee, Junior School Parents' Association and the Boarder Parents' Association, the Community Engagement Manager builds partnerships that promote inclusivity, community involvement and connection with families.

Responsibilities

Responsibilities include but are not limited to:

- **Parent Body Oversight:** Provide appropriate governance and management of all parent engagement and support bodies.
- **Building Relationships:** Foster strong connections with parents, alumni, local businesses, and community organisations to support school initiatives and events. Attending meetings outside of school hours will be required as part of this role.
- **Event Planning and Coordination:** Lead the organisation of community focused school events, such as Family Day and Gala Ball ensuring they align with the school's values and compliance processes. Attendance at key events will be required as part of this role.
- **Communication:** Co-ordinate communication through school endorsed mediums to keep the school community informed and engaged.
- **Volunteer Management:** Recruit, train, induct and coordinate volunteers for various school activities and programs.
- **Administration:** Provide strong administrative and planning support to meetings, activities and events, ensuring timely communication across the College and adherence to policies, procedures and risk management.
- **Compliance Oversight:** Ensure all work with our community aligns with the school policies and protocols, particularly those relating to child safety and risk management.

Safeguarding Responsibilities

In addition to meeting your core functions, duties and responsibilities as outlined, all staff are also required to:

- Provide a welcoming and safe environment for children and young people
- Promote the safety and wellbeing of children and young people to whom we provide services
- Ensure that your interactions with children and young people are positive and safe
- Provide adequate care and supervision of children and young people in your charge
- Act as a positive role model for children and young people
- Report any suspicions, concerns, allegations or disclosures of alleged abuse to management
- Maintain valid 'working with children' documentation



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- Undergo periodic ‘national criminal history record’ checks
- Report to management any criminal charges or convictions you receive during the course of your employment/volunteering that may indicate a possible risk to children and young people.

OH&S Responsibilities

All staff are also required to:

- Take reasonable care for their own safety;
- Take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons;
- Cooperate with any reasonable policy or procedure of the School in relation to health or safety at the workplace that has been notified to staff;
- Report all incidents or hazards that may cause injury or illness, and any damage or maintenance requirements affecting the safety of the workplace or plant used at work
- Attend and participate in any OH & S training or in-service seminars arranged by the School
- Engage openly with School in any consultation on OHS issues, or information brought to their attention, to assist the School meet its obligations under the OHS Act

Skills, Experience & Qualifications Required

- Strong understanding of the Scotch Family including events and activities of Parent associations
- Excellent interpersonal, written and verbal communication skills
- 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

Reporting To

Head of Strategy and Transformation