

# Communications Coordinator

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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 Communications Coordinator to join the Communications and Marketing team. Reporting to the Director of Communications and Marketing, you will support the team as it transforms the College's communications program by managing key communication channels and platforms, assisting with event communications, branding initiatives and content creation. Using strong writing skills, an eye for visual content and excellent organisational abilities, this exciting role is responsible for engaging internal audiences, including staff, parents, OSCA and the broader Scotch community.

## The successful applicant will have:

- Experience in a marketing or communications role
- Experience with communications delivery systems, websites and digital marketing (desired)
- Excellent writing skills
- Strong eye for visual content
- Excellent interpersonal and communication skills
- Well-developed organisational and time management skills
- A high degree of discretion, diplomacy and tact and demonstrated capacity to maintain confidentiality
- Relevant tertiary qualifications and experience
- Relevant qualifications and/or training in child safety and wellbeing

## 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 sent to the Director of People and Culture, via email [employment@scotch.vic.edu.au](mailto:employment@scotch.vic.edu.au), and include a cover letter, CV and the full contact details of at least 3 professional referees.

**Closing date: Friday 28 February 2025 (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 is committed to the protection of all children and young people from all forms of abuse. All staff are required to provide referee, proof of identity and academic qualifications checks prior to employment. Adherence to the College's child-safety practices, Code of Conduct and completion of regular child safe and other related training is mandatory for continued employment.*