



Communications Coordinator

Position Description

Role Summary

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

Responsibilities

- Assist with the development and delivery of communications to internal audiences, including parents, staff and the wider Scotch community
- Manage and deliver the school's weekly and fortnightly e-newsletters
- Manage intranet content, and assist in the development of a new intranet and app
- Liaise with both the Junior and Senior schools to manage the internal sharing of events and activities
- Database management
- Assist in the roll out of new branding
- Support with photography of events and activities
- Support with implementing new operational procedures and processes

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
- 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

- 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
- Current Employee Working with Children check

Reporting To

Director of Communications and Marketing