Position Description

Position: Communications Coordinator

Location: Cornish House

Position Allocation: Full time (8.30am-5.00pm)

Reports to: Business Manager

Primary Focus: The role is responsible for supporting the Community Relations Manager with predominantly written communications.

Background
Cornish College opened in 2012 as the Uniting Church’s newest coeducational school. Located on 42 hectares of parkland next to the National Water Sports Centre adjacent to the suburbs of Patterson Lakes and Chelsea, the school offers programs from ELC to Year 12. Cornish College will grow to a double stream in primary year levels and triple stream in secondary classes in the coming years. Currently there are 615 students from ELC to Year 12 with extra classes at both primary and secondary levels being added each year. The College offers an ELC program which is influenced by the work done in the Italian city of Reggio Emilia and runs the International Baccalaureate Primary Years Programme from ELC to Year 6. This approach to teaching and learning is embraced in a multidisciplinary, concept driven inquiry-based program in the secondary area.

With its holistic approach, the new College’s educational program centres around a unique model of teaching and learning based around the notion of educating for a sustainable future. With a strong emphasis on respecting the multiple intelligences, the College strives to see all young people thriving in the areas in which they have a special aptitude. In line with this thinking the College offers vibrant programs across the curriculum including Visual and Performing Arts, Sport and student leadership.

The Position
This newly developed Communications Coordinator role has multiple responsibilities, mainly focused on written communications. Supporting the Community Relations Manager, you will create content for the College’s web site, compile and edit newsletter submissions and key school publications. You will compose information and images for social media platforms and assist in the planning and implementation of a number of College events.

The role is part of the Finance and Administration team, a small dynamic group who work collaboratively in a busy environment as the College goes through a significant growth phase. This position works closely with the Community Relations Manager and the Registrar.

Terms and Conditions
The position is a permanent position working 38 hour week. The hours of work will be from 8.30am – 5.00pm. There may be some flexibility for the right candidate.

This position attracts 6 weeks Annual Leave per year, to be taken within school holiday periods.

The responsibilities of this position include, but are not limited, to the following:

Communications
- Compose and edit newsletters and weekly parent communications for the College community.
- Write online content for the web site and social media platforms
- Assist in the implementation of the fundraising program.
- Assist in alumni-related functions and events.

General Administration
- Providing administration support as required, particularly during busy times. This support might be answering phones, taking messages, assisting visitors, parents or students and general administration.

The Person
- Demonstrated experience in communications management and delivery, customer service and relationship management skills.
- Excellent written and verbal communication skills.
- A proven ability to write for a variety of audiences.
- Experience writing for online and offline publications.
- Excellent interpersonal and relationship building skills.
- Ability to work in a collaborative manner as part of a small team.
- Excellent organisation and time management skills.
- Initiative and the flexibility to deal with the unexpected, including helping children at times.
- Customer Service focus and the ability to operate in a professional manner at all times.
- The ability to work with discretion and confidentiality at all times.

**Applicants should note:**

- Cornish College staff are expected to be involved in the College’s cocurricular program depending upon their particular skills and interests. With all these tasks it is the expectation of the College that staff will work collaboratively to share responsibilities as evenly as possible.
- The College is committed to an active partnership with parents and that parent expertise is used to enhance the educational program wherever possible.
- All staff are expected to attend staff meetings as arranged.
- There is also an expectation that all members of staff will attend the major school functions of the year.
- All staff are expected to be supportive of the Christian ethos of the College as would be expected of a Uniting Church School.

**Skills and Qualifications**

**Essential requirements:**

- Tertiary qualified in communications, public relations, journalism or similar
- Experience in a similar role
- Good ICT skills, including knowledge of Microsoft Office, Adobe products and email, web.
- All general support staff at Cornish College must hold a current Working with Childrens Check for Employment purposes and will be required to obtain a current Police Check.

**Desirable:**

- Desktop publishing skills
- Competence with WordPress and Mail Chimp is desirable.
- Current First Aid Certificate or a willingness to undertake an appropriate first aid course would be an advantage.

**Applications**

Applications should include:

- a brief cover letter to the Principal, Ms Vicki Steer.
- a current resume, including the name and contact numbers of three professional referees, two of whom must be able to comment on the applicant’s professional work (or training) during the last five years
- any supporting documents that address the above criteria

Applicants invited for an interview will be required to provide a portfolio of writing samples. Emailed applications need to be submitted as one combined PDF file.

The successful applicant will be required to produce original copies (from which a photocopy will be made) of their Working with Childrens Check and transcripts of academic qualifications.

Applications should be submitted by 5.00pm on Monday 14 March 2016 to:

Mrs Willeka Cox  
Human Resources Manager  
Cornish College  
Email: employment@cornishcollege.vic.edu.au