



# Christ Church Grammar School

## DUTY STATEMENT

### Alumni Relationship Co-ordinator

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**DATE:** January 2024

**STATUS:** 1.0 FTE

**TIME:** Full-time

**HOURS:** 37.5 hours per week. Located on campus. Flexibility to work outside designated hours. Annual and other leave to be negotiated and taken when mutually agreed.

**FACULTY/AREA OF RESPONSIBILITY:** Communication and Engagement

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**POSITION CONTEXT:**

Christ Church Grammar School is an Anglican day and boarding school for boys from Pre-Kindergarten to Year 12. Located in Perth, Western Australia, the School overlooks the Swan River at Freshwater Bay in Claremont. Enrolments are comprehensive and at present are approximately 1700 students including boarders. The School consists of the Preparatory School (PK to Year 6) and the Senior School (Years 7 to 12).

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**POSITION OVERVIEW:**

Alumni Co-ordinator is responsible for managing all activities generated by the alumni office, based on the Old Boys' Association business plan and the needs of the school.

The Co-ordinator will develop a communication plan to underpin the business plan and systematically roll out events and projects to grow active engagement with local, national and international alumni.

Daily responsibilities include creating and actioning a project implementation plan for key projects, ensuring annual activities and events are successfully delivered with maximum attendance, meeting and engaging with old boys when they are on campus and ensuring administrative efficiency. This role has one direct report, a part time Administrative Assistant.

The Co-ordinator reports directly to the Director of Communication and Engagement and will also interact with the OBA President, OBA Committee members and school staff.

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**LINE MANAGEMENT:**

Reporting directly to the Director of Communication and Engagement.

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**WORKING RELATIONSHIPS:**

- Principal
- Director of Communication and Engagement
- School Executive and all School staff
- Old Boys' Association President and Committee
- Alumni
- Parents
- Students
- Visitors

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## **DUTIES AND RESPONSIBILITIES:**

### Events

- Develop and implement the annual OBA events calendar with the aim to maximise attendance and connection
- Support the OBA committee in the delivery of events, project implementation, communications, budgeting and administration
- Attend and host events to establish and grow rapport with old boys
- Manage post event correspondence and evaluation
- Record engagement through Synergetic

### Communication

- Develop and manage communication that supports and strengthens the School and OBA strategic plans, ensuring consistency of quality and message
- Write and deliver the bi-monthly alumni newsletter
- Plan and manage social media (LinkedIn and Facebook)
- Manage design, content and user experience of the OBA website

### Development, Planning and Implementation

- Contribute to the development of the Old Boys' Association strategic plans
- Ensure operational business is aligned to the strategic plan
- Initiate market research and analysis of OBA activity as required
- Write project plans and implement tasks

### OBA Committee

- Provide administrative support to the OBA committee
- Manage OBA banking and event reconciliation
- Attend monthly meetings of the committee and sub-committees
- Generate agenda, circulate reports and table Alumni report for monthly meetings
- Assist the Association with the AGM requirements in accordance with the constitution and governing institutions
- Ensure positions of leadership/committee responsibility are accurately reflected in the database and OBA website and appropriate stakeholders informed of changes

### School and Community Relations

- Grow life membership of the OBA and promote member engagement
- Record alumni data; document engagement, relationship links, notes/careers and contact updates
- Support teachers by facilitating the engagement of old boys into class and career programs
- Act as primary contact for all School old boy matters
- Represent the School at old boy events
- Conduct School tours associated with old boy reunions
- Support the activities of the School's Office of Advancement

### Other

- Manage the duties and workload of the Administrative Assistant to ensure all tasks are conducted to a high standard
- General administrative duties
- Respond to alumni general enquiries
- Ability to work evenings and weekends as needed

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## **KEY RESULT AREAS**

### Behavioural descriptors:

- Use initiative and take responsibility for all tasks undertaken
- Exercise judgement and solve problems within the scope of the position
- Undertake tasks with accuracy and professional competency within prescribed deadlines and foster a co-operative work environment
- Maintain confidentiality at all times

- Undertake safe work practices
- Connect and establish relationships with a broad range of old boys
- Undertake other duties as requested by the Director of Communication and Engagement

#### Team participation:

- Work closely and co-operatively with all staff members and members of the OBA Committee
- Contribute positively and constructively with the school community
- Ensure performance consistent with the ethos, aims and objectives of the School

#### Customer outcomes:

- Exhibit awareness of the need for sensitivity in dealing with all members of the Christ Church community together with those in the wider community
- Identify and meet internal and external customer needs and ensure that agreed customer expectations such as timely and accurate responses are met

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### **EXPERIENCE AND QUALIFICATIONS**

#### This position requires:

- All applicants must have a National Police Certificate and have completed a Working with Children Check
- Excellent computer skills particularly in Microsoft Word, Excel and Outlook
- Knowledge and use of Synergetic and Potentiality
- Excellent communication and writing skills
- Excellent relationship management skills
- Self-starter who takes initiative
- Excellent organisational skills
- Ability to analyse and respond to needs of stakeholders in a timely manner
- Ability to take on new projects, follow through to completion and meet deadlines
- Ability to work independently and as member of a team
- Ability to prepare and implement clear communication plans and monitor results and effectiveness

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### **SAFEGUARDING CHILDREN AND YOUNG PEOPLE**

Christ Church Grammar School takes child protection seriously, and as an employee of the School, you are required to meet the behavior standards outlined in our Child Protection Policy and the Staff Code of Conduct, as updated from time to time.

Therefore, as part of your duties and responsibilities, you 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 a valid Working with Children Check
- 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
- Participate in professional learning covering the Staff Code of Conduct and all school policies and procedures at least biennially

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### **SALARY, TERMS AND CONDITIONS:**

- The successful applicant will be employed under the Christ Church Grammar School (Support Staff Enterprise Bargaining) Agreement 2022.
- Opportunity to further your career through PD and study considered.
- Salary will be negotiated according to qualifications and years of experience.