

POSITION DESCRIPTION

This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of the duties attached to this position. The Position Description is subject to review and modification by the Principal, in response to the strategic direction of the School, and the development of the skills and knowledge of the position.

JOB TITLE	Community Engagement Manager
HOURS OF WORK	Full Time
SCHOOL	Whole School
FACULTY/DEPT	Marketing and Community Engagement Office
REMUNERATION CLASSIFICATION	National Employment Standards (NES)
REPORTS TO	Executive Director, Marketing and Community Engagement
POSITION OBJECTIVE	<p>The central focus of this role is to build and deepen sustainable relationships between MGGS and its community members, particularly past students (alumnae), and representatives of the MGGS Parents Association (volunteers).</p> <p>The key objective of the Community Engagement Manager is to identify and cultivate opportunities and build sustainable relationships. This role brings creativity to design purposeful events, programs and activities that create value for members and increase participation and engagement.</p> <p>Celebrating diversity and inclusion, the promotion and management of the volunteer, networking and mentoring programs is critical to support the School and maintain a sustainable and positive culture of belonging. We seek to encourage our community to be involved and contribute to the School in a variety of ways including volunteering and assist us meet the goals within the MGGS strategic plan.</p> <p>In addition, this position works closely with key stakeholders including the School's Executive, and the presidents of the Parents Association and the Old Grammarians Society and designated members of their committees, or auxiliaries.</p>
KEY ACCOUNTABILITIES	KEY TASKS
Community & Stakeholder Engagement	<ul style="list-style-type: none"> Proactively develop and co-ordinate a program of value-added activities and activations that build strategic and sustainable engagement with key stakeholders, specifically alumnae, parents, and friends of the School. Actively seek information about community members, including their interests, to support engagement and develop connections. Draw on data to analyse trends in interests and preferences among community segments and ensure accurate targeting of information and programs.

	<ul style="list-style-type: none"> • Work with the Executive Director, Marketing and Community Engagement to create an annual Engagement Plan consistent with the overarching vision and strategy for MGGS. • Plan and deliver information to support the engagement program using MGGS's digital platforms, promotions, and community relations channels. • Contribute community-focused content for the School's website, and relevant newsletters including the OG News (and input to social channels), ensuring accuracy and currency of content. • Actively search the OG community for speakers and individuals that could be featured in interviews and articles, or the bi-annual magazine, <i>Information Exchange (IE)</i>. • Develop and manage initiatives to engage young OGs including networking and career mentoring programs that increase connections and strengthen bonds. • Work with the Marketing and Community Engagement team to manage ongoing alumnae engagement through the application of social media platforms and channels (MGGS Connect and the monthly OG Newsletter). • Plan, deliver and analyse strategies to retain, engage and build active alumnae (OGs) and Parent's Association (PA) volunteers and representatives of auxiliaries. • Work with the Events Producer to analyse and evaluate new and current community member activation offerings in order to refresh OG, PA, and community events, programs and perceived benefits of remaining connected. • Develop and provide effective OG and PA member feedback mechanisms such as surveys and focus groups.
Alumnae Engagement	<ul style="list-style-type: none"> • Attend Old Grammarians Society (OGS) Committee meetings (as required), ensuring alignment of their vision to the broader MGGS strategic plan by providing assistance and advice where necessary. • Act as the contact point for the Merton Club (young OG sports groups) and work proactively with them generating and executing ideas to raise membership and engagement. • Work with the School Archivist to qualify relationships, promote connections, and celebrate significant milestones and recognise awards. • Maintain a commitment to celebrating alumnae and their individual successes (profiles, reunions, and awards) including the administration of the annual Emily Hensley Award. • Manage the integrity of the community database for past students, including communicating with disengaged community members. • Ensure information on alumnae is shared (and sought) appropriately across the organisation to inform a range of engagement activities and opportunities.
Parent Engagement	<ul style="list-style-type: none"> • Act as the relationship manager and first point of contact for the PA and its committee members, encouraging collaboration, volunteering and open communication.

	<ul style="list-style-type: none"> • Build a culture of inclusivity and celebration through the PA and its representatives ensuring timely notifications, information, and support. • Manage the Child Safety Training program and current Working with Children Checks for volunteers including, implementation of relevant systems, data maintenance ensuring WWCC renewals are completed in a timely manner. • Liaise with the PA President and relevant committee members regarding engagement of new parents to the School specifically at the commencement of each new academic year and prior to each new term in accordance with the MGGS Privacy Policy. • Support the PA and its auxiliaries in the planning and execution of PA meetings, Class functions, Navy Blue annual event and the Annual Parents Cocktail party by providing relevant information and advice and ensuring effective distribution of communications.
OTHER	<ul style="list-style-type: none"> • Positively contribute to an excellent high performing team culture. • Support the M&CE team as required at events including donor events, celebrations and community gatherings as required. • Support the Executive Director Marketing and Community Engagement by supplying information and attendance data to the Development and Engagement Sub Committee to Council as required. • Any other duties as requested by the Executive Director Marketing and Community Engagement and/or the Principal, or her delegate.
PROFESSIONAL DEVELOPMENT	<ul style="list-style-type: none"> • Attend Professional Development workshops and seminars that will assist in successfully meeting the objectives of this role. • Keep abreast of updates in system and process improvements possible with new technologies, as appropriate.
CONTACTS	<p>Internal</p> <ul style="list-style-type: none"> • The Principal • Executive Director Marketing and Community Engagement • Executive Team • Staff • Students <p>External</p> <ul style="list-style-type: none"> • Current parents • Old Grammarians • Volunteers
QUALIFICATIONS AND EXPERIENCE	<ul style="list-style-type: none"> • Degree in business, public relations, marketing, or related field and/or 5 or more years' experience in a similar role. • Current Victorian (Employee) Working with Children Check, or willingness to secure.
KEY SELECTION CRITERIA	<p>Essential:</p> <ul style="list-style-type: none"> • Demonstrable organisational and time management skills – evidenced through the ability to prioritise workloads, work to timelines/tight deadlines, and manage a variety of activities simultaneously.

	<ul style="list-style-type: none"> • Proven ability to plan, promote and co-ordinate community or member based engagement programs and/or activations. • Highly proficient interpersonal and communication skills, including strong active listening skills in-person, over the phone and via email. • Clear ability to successfully identify and cultivate segments and build rapport with a variety of stakeholders of different backgrounds, age groups, and interest areas through respect and a service orientated mindset. • Proven ability to exercise good judgment, problem solve and propose solutions, within the constraints of School policies and practices. • Proven experience in planning and implementing successful stakeholder relationship and/ or advocacy programs. • Ability to demonstrate a high-level attention to detail. • Ability to work tactically and ethically with various levels of stakeholders and capacity to demonstrate professionalism diplomacy, and responsiveness at all times. • Demonstrated capacity to use databases and relevant software to optimise efficiencies and work practices. • Ability to work autonomously and as part of a team; a supportive and collaborative team player. <p>Desirable:</p> <ul style="list-style-type: none"> • Proven experience working with volunteers to harness energy and commitment needed to build community led programs in support of our current students. • Proven ability in developing engaging content and design targeted activations. • Knowledge of and experience in the Victorian Independent Schools sector and/or MGGS through a lived experience.
Child Safety Requirements/ Obligations	<ul style="list-style-type: none"> • Demonstrated ability to follow child safety protocols when supervising children and young people in relation to child safety. • Must be able to demonstrate an understanding of appropriate behaviours when engaging with children. • Abide by all MGGS Child Safety Policies and Codes of Conduct and demonstrate active commitment to the MGGS Statement of Commitment to Child Safety. • Supervise and manage staff appropriately including regular reviews to check whether staff are following Codes of Conduct and other child safe policies. • Demonstrated commitment to promote Aboriginal cultural safety and awareness and the safety of Aboriginal children and/or communities. • Demonstrated ability to promote the safety, wellbeing and inclusion of all children including those with a disability.
CHILD SAFETY	All staff at Melbourne Girls Grammar are expected to take an active

	<p>role and are well informed of their obligations in relation to Child Safety. The Melbourne Girls Grammar Child Safety Statement is incorporated in the MGGS staff employment cycle from recruitment and reference checking to induction, 3- and 6-month review processes and regular staff training and professional development.</p> <p>Employment with Melbourne Girls Grammar is subject to adherence to school policies including the Child Safety Policy, Child Safety Code of Conduct and Child Safety Statement as listed below.</p> <p>MGGS Statement of Commitment to Child Safety</p> <ul style="list-style-type: none"> • As MGGS staff, volunteers, contractors, and any other members of our school community involved in child-connected work, we are responsible for supporting and promoting the safety of children. • We are committed to the safety, participation and empowerment and protecting of all children / students in our care and adhering to our Child Safety Policy. • We are committed to providing a child-safe and child-friendly environment, where children and young people are safe and feel safe and are able to actively participate in decisions that affect their lives. • We have zero tolerance of child abuse and are committed to the protection of children from all forms of child abuse and all allegations and safety concerns will be treated very seriously and consistently with our robust policies and procedures. Our policies and procedures will provide the name and contact details of staff who have specific responsibilities in relation to child safety and who may receive reports of suspicion of child abuse. Child abuse includes sexual offences, grooming, physical violence, serious emotional or psychological harm, serious neglect and a child's exposure to family violence. • We have legal and moral obligations to contact authorities when we are worried about a child's safety, which we follow rigorously. • We are committed to preventing child abuse, identifying risks early and removing and reducing these risks. • We have robust human resources and recruitment practices for all staff and volunteers. • We are committed to regularly training and educating our staff and volunteers on child abuse risks. We support and respect all children, as well as our staff and volunteers. • We are committed to the emotional, physical and cultural safety of all children and to providing a safe environment for their learning. • We are committed to promoting the cultural safety and participation of Indigenous children, young people and their families. • We have specific policies, procedures and training in place that support our leadership team, staff and volunteers to achieve these commitments.
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To learn more about the history, vision, mission and values of Melbourne Girls Grammar, please visit <https://www.mggs.vic.edu.au/>