



### **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 Director/Principal, in response to the strategic direction of the School, and the development of the skills and knowledge of the position.

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| <b>JOB TITLE</b>                   | <b>Student Enterprise Co-ordinator</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>HOURS OF WORK</b>               | Fulltime 1.00FTE, Monday – Friday 8.00am – 4.00pm<br><br>Flexibility is required with events, meetings and administrative support outside of working hours.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>SCHOOL</b>                      | <b>Melbourne Girls Grammar</b><br>Senior School (Merton Hall Campus)<br>86 Anderson Street, South Yarra, 3141                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>FACULTY/DEPT</b>                | Student Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>REMUNERATION CLASSIFICATION</b> | Melbourne Girls Grammar School Enterprise Agreement 2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>REPORTS TO</b>                  | The Executive Director, Senior Years with the Executive Director Middle Years, then Deputy Principals and ultimately the Principal.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>SUPERVISES</b>                  | Students as required                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>MGGS POSITION OBJECTIVE</b>     | <p>The role of <b>Student Enterprise Co-ordinator</b> leads enterprise initiatives, exchange programs, student employment skills development, and provides support for all cocurricular activities, tours and other undertakings that enhance the student experience.</p> <p>Melbourne Girls Grammar has a strong history of fostering Enterprise skills, philanthropic mindsets and leadership capabilities in our students. The School is proud to offer a range of co-curricular opportunities including state, national and international travel to enhance the student experience.</p> <p>The Student Enterprise Co-ordinator seeks to build on these traditions through effective leadership and management of the Student Enterprise Program, and stewardship of experiential learning opportunities, co-curricular opportunities and tours.</p> <p>This role is designed to generate and co-ordinate diverse student learning opportunities. This is achieved through initiating and hosting events, along with the developing and maintaining a network of</p> |



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|                                           | <p>partnerships with relevant organisations and programs for students to volunteer, train, and build connections. The Student Enterprise Co-ordinator empowers students to build the enterprise skills to pursue their own personal and career objectives, like starting their own business, undertaking specific skills training, or applying for jobs, all while adhering to the School's Christian traditions of charity and community.</p> <p>The role also works alongside Curricular and Cocurricular leaders to ensure that programs including tours that take students offsite overnight (e.g. exchange programs, languages tours, STEM competitions, music tours) are managed in accordance with MGGS expectations.</p> <p>The role provides support for the School's program of co-curricular activities.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>KEY ACCOUNTABILITIES</b>               | <b>KEY TASKS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>PROJECTS AND PROGRAM CO-ORDINATION</b> | <ul style="list-style-type: none"> <li>• Develop a calendar of Student Enterprise events with key timelines for successful delivery.</li> <li>• Create, manage and maintain a Student Enterprise page on the School Intranet (eVI) ensuring content is updated, appropriate and engaging for students and staff.</li> <li>• Develop and implement philanthropic opportunities for students in line with the School's Values.</li> <li>• Liaise with stakeholders, including students, to plan, market, implement and review projects.</li> <li>• Identify, research, advertise and support the implementation of national and international travel opportunities to enhance students' skills and extend students' learning, ensuring that all MGGS risk management, staffing and other policies and processes are consistently adhered to.</li> <li>• Work with Curricular and Cocurricular leaders to support their initiatives providing national and international travel opportunities for students, ensuring that all MGGS risk management, staffing and other policies and processes are consistently adhered to.</li> <li>• Support Cocurricular leaders in the administration and management of their programs, including budgeting, staffing and tracking student engagement.</li> <li>• Work with the Head of Student Futures and Pathways to coordinate Mock Interviews for Senior Years students to prepare them for job interviews, university placement interviews and/or scholarship interviews.</li> <li>• Coordinate and promote programs for student exchanges, including for visiting staff and sets of students.</li> </ul> |



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|                                 | <ul style="list-style-type: none"> <li>• Ensure costs within portfolio are contained within budget and events are structured to ensure accessibility to a range of potential students and families.</li> <li>• Prepare reports on projects on student engagement and financial costs.</li> <li>• Implement a review cycle for learning opportunities; working with the community and Executive Director of Senior Years and Executive Director of Middle Years to identify and develop new partnerships and projects that continue to grow the global mindset of students and community members.</li> <li>• Support the Director of Outdoor Education in their organisation of staffing for school camps by advertising opportunities internally, collating and reviewing applications for review and selection by Executive Directors of Middle and Senior Years or their delegates as appropriate.</li> </ul>                                                                                                                                                                                               |
| <b>PARTNERSHIPS</b>             | <ul style="list-style-type: none"> <li>• Identify, procure, and foster new partnership opportunities in collaboration with the Executive Directors of Middle and Senior Years and other administrative team members.</li> <li>• Liaise closely with external providers and exchange partners to help cultivate opportunities for MGGS students.</li> <li>• Collaborate closely with the Executive Directors of Middle and Senior Years to ensure a consistent, central and high-quality partnerships program.</li> <li>• Collaborate closely with Directors of Teaching and Learning and academic Heads of Department in support of consistent and well-managed co-curricular trips within their portfolios.</li> <li>• Develop high quality partnership collateral, maintaining consistent brand guidelines and imagery, in conjunction with the relevant teams, including Student Services, Careers, the Community Office, and the Melbourne Girls Grammar Institute.</li> <li>• Generate new partnership development and opportunities through networking and external relationship management.</li> </ul> |
| <b>STUDENT SERVICES SUPPORT</b> | <ul style="list-style-type: none"> <li>• Support the student services team during peak periods such as start and end of term activities and Senior Years Exams.</li> <li>• General support and administration as needed in support of MGGS students.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>COMMUNICATION</b>            | <ul style="list-style-type: none"> <li>• Attend regular meetings with the Executive Director, Senior Years and Middle Years.,</li> <li>• Attend meetings as requested by Executive Directors, Senior Years and Middle Years and the Principal.</li> <li>• Highlight upcoming and recent successful events and opportunities in the school community via School publications (Messenger, The Anderson), online (eVI) and at other opportunities (assemblies, Speech Night).</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |



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|                                           | <ul style="list-style-type: none"> <li>Facilitate and run information evenings and workshops for students and parents as required.</li> <li>Facilitate and run information sessions and meetings with staff as required pre and post departure.</li> <li>Connect and provide customer service to students and parents through letters, email, phone communications and meetings where applicable.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>SERVICE LEARNING</b>                   | <ul style="list-style-type: none"> <li>Support MGGS develop and maintain existing partnerships which form part of service learning.</li> <li>Create and deliver workshops for Senior Years students, based on their ongoing needs:             <ul style="list-style-type: none"> <li>resume writing</li> <li>interview skills</li> <li>how to fundraise or raise awareness for a charity</li> <li>team building</li> </ul> </li> <li>Current partners include Anglicare, FareShare, the Anglican Board of Missions. Salvation Army, Flying Fox</li> <li>As needed, help organise events and activities that support student participation in service learning and empower student leadership.</li> <li>As required, collaborate closely with the Senior Chaplain to support a consistent, central and high-quality partnerships program.</li> </ul> |
| <b>INTERNAL AND EXTERNAL STAKEHOLDERS</b> | <p><b>Internal</b></p> <p>Executive Director, Senior Years<br/>Principal and Principal's Office Team<br/>Executive Director, Middle Years<br/>Senior Years and Middle Years Wellbeing and Academic Leadership Teams<br/>Community Office Team<br/>Teachers<br/>MGGS staff</p> <p><b>External</b></p> <p>Exchange Schools and Providers<br/>Course providers (Barista, First Aid, Hospitality, Coaching) FareShare<br/>Anglicare, Salvation Army, Flying Fox</p>                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>PROFESSIONAL DEVELOPMENT</b>           | To attend Professional Development as required that may assist in successfully meeting the objectives of this role.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>QUALIFICATIONS</b>                     | <ul style="list-style-type: none"> <li>Current Victorian Working with Children Check or VIT Registration.</li> <li>HLTAID011 Provide First Aid and HLTAID009 CPR certificates.</li> <li>Relevant qualifications in teaching, or adolescent health and wellbeing an advantage although not essential.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>KNOWLEDGE AND SKILLS</b>               | <ul style="list-style-type: none"> <li>Strong administrative skills, including a capacity to learn systems.</li> <li>Strong leadership qualities, including strategic thinking and ability to inspire others.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

| Reference                 | Date      | Page   | Authorised By | Signed by Employee |
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|                                               | <ul style="list-style-type: none"> <li>• High level of relationship management skills to build relationships with internal stakeholders and staff, and key partners.</li> <li>• Highly developed written, oral communication, negotiation, and presentation skills.</li> <li>• Proven ability to prioritise a high workload and juggle competing demands.</li> <li>• Strong interpersonal skills, including building effective relationships, positive interaction and effective problem solving.</li> <li>• Self-starter with the ability to work autonomously.</li> <li>• Interest and passion for education and the development of young people.</li> <li>• Ability to deliver a multifaceted project on budget and on time.</li> <li>• The ability to show initiative, to work unsupervised and to devote energy and enthusiasm to this role.</li> </ul>                                                                                                                                                                                     |
| <b>CHILD SAFETY REQUIREMENTS/ OBLIGATIONS</b> | <ul style="list-style-type: none"> <li>• Must have experience working with children.</li> <li>• Demonstrated ability to follow child safety protocols when supervising children and young people in relation to child safety.</li> <li>• Must be able to demonstrate an understanding of appropriate behaviours when engaging with children.</li> <li>• Abide by all MGGGS Child Safety Policies and Codes of Conduct and demonstrate active commitment to the MGGGS Statement of Commitment to Child Safety.</li> <li>• Supervise and manage staff appropriately including regular reviews to check whether staff are following Codes of Conduct and other child safe policies.</li> <li>• Demonstrated commitment to promote Aboriginal cultural safety and awareness and the safety of Aboriginal children and/or communities.</li> <li>• Demonstrated ability to promote the safety, wellbeing and inclusion of all children including those with a disability or those from culturally and/or linguistically diverse backgrounds</li> </ul> |
| <b>OTHER REQUIREMENTS</b>                     | <ul style="list-style-type: none"> <li>• Any other duties as requested by the Executive Directors of Middle and Senior Years and ultimately the Principal.</li> <li>• High level of trust, integrity, and work ethic.</li> <li>• Proactive, resilient, and able to work productively.</li> <li>• Positive, professional, and diplomatic approach to work.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>CHILD SAFETY</b>                           | <p>All staff at Melbourne Girls Grammar are expected to take an active role and are well informed of their obligations in relation to Child Safety. The Melbourne Girls Grammar Child Safety Statement is incorporated in the MGGGS 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 <a href="#">Child Safety Policy</a>, <a href="#">Child Safety Code of Conduct</a> and Child Safety Statement as listed below.</p>                                                                                                                                                                                                                                                                                                                                                                                               |



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|  | <p><b>MGGS Statement of Commitment to Child Safety</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• We are committed to the safety, participation and empowerment and protecting of all children / students in our care and adhering to our <a href="#">Child Safety Policy</a>.</li> <li>• 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.</li> <li>• 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.</li> <li>• We have legal and moral obligations to contact authorities when we are worried about a child's safety, which we follow rigorously.</li> <li>• We are committed to preventing child abuse, identifying risks early and removing and reducing these risks.</li> <li>• We have robust human resources and recruitment practices for all staff and volunteers.</li> <li>• 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.</li> <li>• We are committed to the emotional, physical and cultural safety of all children and to providing a safe environment for their learning.</li> <li>• We are committed to promoting the cultural safety and participation of Indigenous children, young people and their families.</li> <li>• We have specific policies, procedures and training in place that support our leadership team, staff and volunteers to achieve these commitments.</li> </ul> |
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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/>

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