



POSITION DESCRIPTION

POSITION:	Alumni and Events Coordinator
DEPARTMENT:	Community Engagement – Alumni & Community Relations
CAMPUS:	Corio
DATE PREPARED:	February 2024
REPORTS TO:	Head of Alumni and Community Relations
DIRECT REPORTS:	Not applicable
EMPLOYMENT STATUS:	Fulltime – Ongoing

WORKING ENVIRONMENT

Geelong Grammar School is one of the world's leading coeducational boarding and day schools offering exceptional education to all of its students, from Early Learning to Year 12. Geelong Grammar School seeks to inspire its students and community to thrive and make a positive difference through its unique and transformational education. Geelong Grammar School has four campuses:

Bostock House (approximately 100 students). Situated in the Geelong suburb of Newtown, this campus caters for day students from Early Learning to Year 4. After Year 4, students from Bostock House proceed to Corio. The Bostock campus has approximately 17 full time and part time teaching and support staff.

Toorak (approximately 320 students) is located in Melbourne. It caters for day students from Early Learning to Year 6. After Year 6, most students proceed to Corio. The Toorak campus has approximately 50 full time and part time teaching and support staff.

Corio (approximately 920 students) offers day, day boarding, weekly boarding and full boarding in Years 5 to 8 (Middle School) and day and full boarding in Years 10 to 12 (Senior School). About 70% of Corio students are full boarders. Approximately 100 staff (nearly all teaching) reside on the campus, with 30 accommodation units being connected to boarding houses, and the remainder consisting mostly of free-standing residences. The campus is like a small community with its own (large) kitchen/dining facilities, a medical centre (9 beds), chapel and maintenance workshops and comprehensive educational infrastructure. The campus also provides high level sport, recreational, training and performance facilities used by the School community. The Handbury Centre for Wellbeing provides a gymnasium, indoor swimming pool, dance studio and multi-purpose playing courts and the (SPACE) provides "State of the Art" auditoriums, performance theatres, creative education hubs and display spaces that utilise the latest in technology.

Timbertop (approximately 245 students) is a boarding campus for all Year 9 students, located near Mt Buller in Victoria's Alps. All teaching staff live on the campus and students spend the entire year at Timbertop taking part in hiking, recreational and community service activities.

ALUMNI & COMMUNITY RELATIONS

The Alumni and Events Coordinator is a member of the Alumni & Community Relations team and reports to the Head of Alumni & Community Relations. The Alumni & Community Relations team is responsible for nurturing relationships with the wider School community through communications, events and relationship-building. It co-ordinates the School's major events as well as alumni and support group activities. It is also responsible for the School's archives, and contributes to printed publications, including *Light Blue* and *The Corian*. Its objective is to engage the community through activities that foster connection, trust and advocacy to support the School's enrolment and fundraising goals.

The team interacts with a range of departments and functions across the School and has a particularly close working relationship with the Advancement and Marketing & Enrolment teams within the broader Department of Community Engagement. The Alumni and Events Coordinator will liaise with multiple stakeholders across the School as well as the Old Geelong Grammarians (OGG) Association and its committees.

POSITION OBJECTIVE

The Alumni and Events Coordinator works closely with the Head of Alumni & Community Relations to support the delivery of the annual program of activities to enable effective engagement with alumni of the School. The Alumni and Events Coordinator is responsible for supporting the delivery of alumni events and reunions, engaging volunteers, overseeing alumni communications and supporting other alumni initiatives to effectively connect alumni with the School and with each other. The Alumni and Events Coordinator manages activities to ensure the currency and reliability of alumni data to support ongoing community engagement.

KEY RESPONSIBILITIES

The Alumni and Events Coordinator is responsible for the following tasks:

- 1) Support the delivery of the annual alumni engagement program, including the coordination of initiatives like Reunions, Careers Days, OGG Association meetings and events, and other alumni initiatives;
- 2) Coordinate volunteer engagement to support the alumni engagement program, such as reunion organisers, Careers Day mentors, guest speakers and international ambassadors;
- 3) Manage alumni correspondence, including through the alumni email inbox and phone line, referring queries to relevant staff as required;
- 4) Maintain alumni records, including updates to contact information, mail/email returns, and event RSVPs;
- 5) Assist with sourcing and updating information for the alumni e-newsletter (OGG Update), alumni website and community magazine (*Light Blue*);
- 6) Actively contribute to the Alumni & Community Relations team;
- 7) Engage in professional development to enhance skills that support the Alumni & Community Relations team; and
- 8) Other duties as requested by the Head of Alumni and Community Relations.

ORGANISATIONAL RELATIONSHIPS:

Internal Liaisons

Community Engagement team
Advancement team
Marketing & Enrolments team
Principal's Office
Other teaching and non-teaching staff

External liaisons

Old Geelong Grammarians' Association
OGGs and members of the GGS community
Caterers, including Chartwell
Consultants and suppliers
Associated Public Schools (APS) alumni delegates

KEY SELECTION CRITERIA:

- Experience in a project management or coordination role, ideally within a not-for-profit and/or educational environment;
- Well-developed event management or engagement experience with a proven ability to deliver initiatives with a high level of attention to detail;
- The ability to demonstrate creativity in the development of engagement or event initiatives to engage the School community;
- Excellent organisational and time management skills, including the ability to work on multiple projects simultaneously and to plan daily workloads and prioritise schedules to meet deadlines;
- Excellent interpersonal and relationship management skills, including an ability to communicate effectively with a wide range of stakeholders at all levels and maintain confidentiality at all times;
- Well-developed IT skills, including understanding of databases, event management and Customer Relationship Management (CRM) systems;
- Previous experience working within a complex customer-focussed organisation and an ability to work both collaboratively as a member of a team and independently without supervision as required;
- Ability to be flexible, adaptable and innovative to meet the changing needs of the organisation and community, including the capacity to demonstrate initiative and work autonomously when required; and
- Proven interest in and willingness to engage in professional development.

QUALIFICATIONS AND EXPERIENCE:

- Previous experience in project/event management, customer service, administration and/or communications

Desirable

- Relevant post-secondary or tertiary qualifications and/or experience
- Experience in alumni relations or community engagement
- Experience working in a School or educational environment

COMMITMENT TO POSITIVE, ADVENTURE AND CREATIVE EDUCATION:

Geelong Grammar School is committed to experiential learning with and through nature and Creative and Positive Education.

All staff are required to attend our Discovering Positive Education training course within their first two years of employment at the school. Staff also have the opportunity to participate in ongoing Positive Education training throughout the year.

OUR COMMITMENT TO STUDENT SAFEGUARDING

Geelong Grammar School is committed to the safety of students and has a zero tolerance of child abuse.

WORKING WITH CHILDREN CHECK & NATIONAL POLICE CHECK

All employees of Geelong Grammar School must hold a Victorian Working with Children Check (Employment) prior to appointment, and National Police Check completed within three (3) months prior to appointment.

OTHER REQUIREMENTS

- A current drivers license is advantageous to the role.