

COORDINATOR OF COMMUNITY ENGAGEMENT

POSITION DESCRIPTION



Reporting to:	Marketing and Communications Manager
Tenure:	Fixed Term, 31 August 2026 – 1 October 2027
Status:	Part-time (6 weeks paid annual leave, 1 week unpaid)
Salary:	General Staff Category 4
Date Prepared:	June 2026

Position Context

Hume Anglican Grammar is an independent, multi-campus, co-educational and Anglican Diocesan School offering education from Prep to Year 12 in the Northern growth corridor of Melbourne. The School aims to provide its students with an education that prepares them for the challenges of life, equips them to contribute to the community in an environment based on Christian values and at a cost affordable to as many families as possible. It is Hume's fundamental belief that young people who are genuinely happy will engage, aspire and thrive within our learning community. By establishing high standards in all that it does, every student is encouraged and supported to discover and fulfil their unique potential.

Hume Anglican Grammar has an open enrolment policy so educates children from many faiths and with a diverse range of backgrounds and abilities. It has a strong sense of inclusivity and a community-minded focus. Hume is a progressive school, not just in the development of buildings and grounds, but also in innovative thinking and advancements in its approach to teaching and learning. This is led by a group of dedicated and expert teachers who practise their craft with skill, and by building the strongest of relationships with students. It is not by chance that Hume has young people who readily display warmth, humour and respect for one another and their teachers.

After three years located elsewhere, in 2011 the School commenced in Mickleham the Prep to Year 12 Freier campus on 10 hectares. In 2019, it opened another Prep to Year 12 campus in Donnybrook on an 8-hectare site. Starting with junior Primary year-levels, this campus will ultimately have an enrolment of 1,596. At Donnybrook, the Primary school has reached capacity with 588 students (as with Freier Primary) and with Secondary commencing in 2023 next year will have 784 Year 7 to 11 students. Each year as additional classes and year levels are added, it will progress to offer Year 12 in 2028.

In 2023, the School opened its third campus in Kalkallo, as a Primary and a feeder to the Freier and Donnybrook Secondary schools, it has followed a similar growth pattern to Donnybrook reaching capacity this year with 588 students.

In 2027, the School will enrol 3,408 students and expected to employ near 400 staff. The student enrolment at each campus will be at Freier 1,448, Donnybrook 1,372 and Kalkallo 588. Ultimately, by 2029, will have some 3,640 students (Freier 1,456, Donnybrook 1,596 and Kalkallo 588) with a corresponding cohort of teaching and general staff over 400 across its three campuses. It is expected to be one of the largest non-government schools in the State.

Recently, the School announced its acquisition of a 10-hectare parcel of land in Wollert for its fourth campus planned to open in 2033. This will comprise two Primary schools and a Secondary school and when it reaches its capacity, will enrol over 2,500 students. In all, Hume Anglican Grammar will ultimately educate over 6,000 students, with plans for further expansion.

Variation to the Role

Due to circumstances surrounding a particular appointment, there may be variations to the role as described at the top of this page. If so, it will be detailed below.

For the duration of the Contract Term (31 August 2026 – 1 October 2027), the Coordinator of Community Engagement role will have a full-time status, rather than the status of part-time (0.737 FTE) listed above.

For the duration of the Contract Term, the Coordinator of Community Engagement may also be required to assist the Marketing and Communications Manager, and Media and Publications Coordinator, in support of community engagement, events and marketing projects for the School, including activities such as the design of content.

Purpose of the Position

The Coordinator of Community Engagement's prime purpose is to promote the School and further develop positive relationships between Hume Anglican Grammar and the broader community.

The Coordinator of Community Engagement supports the activities of the Parents and Friends Association (PFA) and is the liaison between the PFA and the School. They are responsible for community event coordination, including all facets of activities and events involving visitors.

The Coordinator of Community Engagement develops and implements approaches to grow the alumni network. They implement strategies that enhance communications, build positive and meaningful relationships including coordinating alumni-related events.

They nurture the relationship between the School and the family once the family has completed the enrolment process up until they commence orientation.

The Coordinator of Community Engagement will help foster a culture of philanthropy at the School. They plan and manage all fundraising activities and lead the engagement activities of the School with respect to all donors and School alumni and parents (where appropriate).

The Coordinator of Community Engagement is recognised as an extremely organised and proficient coordinator of projects and events. Whilst completing their duties they actively seek ways to improve their own practice and to progress organisational efficiencies.

The Coordinator of Community Engagement is part of the Administration Staff and works collaboratively in a team environment to support and enrich their collective responsibilities. They promote a culture of mutual respect, encouragement, and work with others in a professional, ethical, and cooperative manner. The Coordinator of Community Engagement supports and models the School's values and Christian ethos when dealing with stakeholders.

The Coordinator of Community Engagement reports to the Admissions Manager and works in close partnership with the Senior Leadership Team, Facilities Manager, Marketing and Communications Manager, Media and Publications Coordinator, Admissions Manager and Enrolments team.

Nature of the Position

The Coordinator of Community Engagement is required to work outside the regular School hours to attend meetings, coordinate and manage events and functions, or to complete projects. On occasions, they will be required to attend meetings or events after hours, on weekends and during public holidays.

The Coordinator of Community Engagement will commence at the Freier Campus. In the future there may be the requirement to perform part or all of this role at other locations.

Responsibilities and Duties

Subject to the discretion of the Principal, the Coordinator of Community Engagement is responsible for reaching out and embracing the community.

Responsibilities include:

Parents and Friends Association (PFA) Incorporated

- Acting as the liaison between the PFA and the School and facilitating communications between the two
- Assisting the PFA with their activities, events and communications
- Attending PFA meetings and being a point of contact for the PFA members
- Assisting with the production of PFA information, invitations and other communications
- Assisting the PFA with event planning, organisation and promotion

Event Coordination

- Coordinating all facets of significant school-community events (e.g. building openings, VIP visits, milestone anniversaries, parent engagement functions, new parents' welcome etc.)
- Assisting in the organisation and conduct of school promotional events as required (e.g. Discovery Tours, Open Days, etc.)
- Supporting the relevant manager in the organisation of other school events as required (e.g. Parent Information Evenings, Year 12 Valedictory dinner, Presentation Ceremonies, etc.)
- Overseeing the administration of all relevant event booking portals, as applicable

Hume Grammarians

- Building a warm, effective and long-term relationships with alumni
- Being the point of contact for the Grammarians
- Coordinating Grammarian reunions and other alumni events
- Communicating with alumni using social media, newsletter and invitations to special events
- Maintaining accurate alumni records in the school community database (currently, the Synergetic Development module)
- Managing the School's Grammarians social media Profile in partnership with the Marketing and Communications Manager and Media and Publications Coordinator

Philanthropy

- Maintaining and developing current philanthropic relationships
- Cultivating new donors and sources of major gifts
- Maintaining gift and donor information, produce donor receipts, gift acknowledgement, donor lists for yearbook, ensure historical records of all giving
- Maintaining and refining an effective program for recognition and appreciation of donors
- Recruiting and organising fundraising volunteers
- Providing compelling collateral to support fundraising and engagement, in conjunction with the Marketing and Communications Manager and Media and Publications Coordinator

New families

- Promoting the profile of Hume Anglican Grammar within the School family and externally to the wider community through public relations, creation of awareness and friend-raising
- Promoting a strong relationship between families and the school to develop community spirit
- Supporting parent volunteer programs for in-class, productions, sporting events, etc.
- Supporting the Heads of Section with student orientation activities
- Establishing means of communication between families to foster friendships amongst parents and students including support of the parent representatives' program
- Liaising with new families to ensure successful transition to the School including undertaking research to determine levels of satisfaction and opportunities for improvement
- Promoting parent information seminars and guest speakers open to the community

Community and Corporate Engagement

- Establishing, nurturing and maintaining positive external relationships with businesses and individuals that support the School
- Investigating commercial sponsorship opportunities for school activities
- Engaging with local community groups for mutual benefit
- Investigating grant/funding opportunities, research trusts with educational and relevant interests
- Participating in community and social events that promote the School
- Active monitoring of, and participation in, community engagement online and on social media platforms
- Recording, honouring and celebrating the development of the School and recognising widely those members of the School community who have made a significant contribution to Hume
- Developing the School's professional social media presence through social media platforms such as LinkedIn, in partnership with Human Resources, the Marketing and Communications Manager, and the Media and Publications Coordinator
- Promoting opportunities for community use of school facilities

General

- Carrying out other duties as directed by the Principal.

Qualifications, Skills and Experience:

Essential

- Strong organisational and time management skills, with an ability to prioritise tasks, meet prescribed deadlines, and concurrently manage a number of tasks
- Previous experience in a similar role
- Excellent oral and written communication skills
- Experience in planning and running events
- Ability to maintain confidentiality
- Cultivates trust, credibility and honesty
- Current Working with Children Check.

Desirable

Qualifications in community engagement, event management, or similar.

Personal Qualities

- Outstanding interpersonal skills to build relationships with key stakeholders
- Personal sense of initiative, enthusiasm and high energy
- Ability to work collaboratively with people of diverse backgrounds
- Capability to work independently
- Outstanding organisational skills, planning, analytical and strategic thinking capabilities

- Ability to maintain a flexible schedule, including evenings and occasional weekends
 - Capacity to work effectively in a high-pressure environment
 - Commitment to personal growth and continuous improvement
 - Demonstrated interest in ongoing personal professional development.
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Key Selection Criteria

1. Experience working in a role with similar duties
2. Outstanding interpersonal skills to build relationships with key stakeholders
3. Excellent organisational skills, planning and problem-solving under pressure capabilities