Community Engagement Support Assistant

POSITION DESCRIPTION

POSITION:	Community Engagement Support Assistant
AWARD / AGREEMENT:	Girton Grammar School Bendigo Enterprise Agreement 2022 Educational Services (General Staff) Award 2020
REPORTS TO:	Community Engagement and Alumni Manager
EMPLOYMENT TYPE	0.6578 FTE
SALARY:	Grade 1

PURPOSE OF POSITION

The Community Engagement Assistant provides administrative and operational support to the Community Engagement Manager in the planning and delivery of School events, alumni activities and community engagement initiatives.

The position assists with the coordination of the School's annual calendar of community events and supports activities delivered through the Old Girtonians' Association (OGA) and broader community engagement programs. Responsibilities include event administration, stakeholder communications, database management, alumni record maintenance and general operational support.

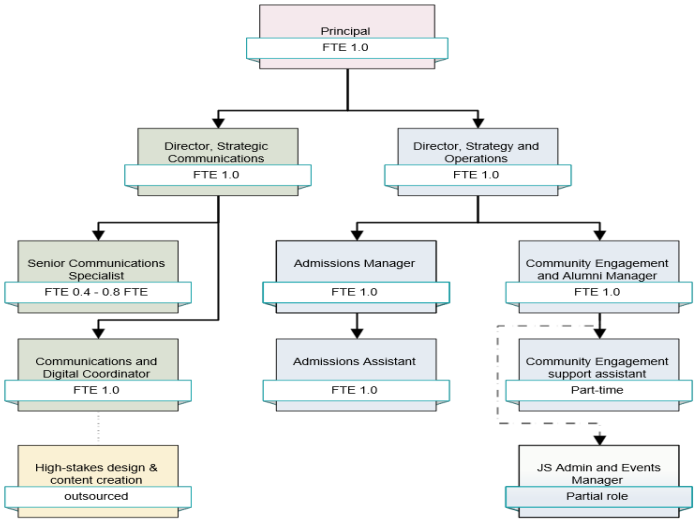
The Community Engagement Assistant also provides some administrative support to the Director of Strategy and Operations in consultation with the Community Engagement Manager and contributes to the effective operation of the Strategy and Operations teams.

Success in this role requires excellent organisational and interpersonal skills, attention to detail, initiative and the ability to manage multiple priorities in a dynamic environment.

The Strategy and Operations team and Strategic Communications team will work collaboratively as a connected team, meeting regularly to discuss current and upcoming projects, coordinate priorities, monitor workload distribution and identify emerging issues.

These meetings will provide a shared view of priorities across both functions and enable work and resources to be coordinated effectively. Where capacity and priorities allow, team members will provide assistance across the broader team, drawing on their skills and expertise to support projects, respond to peak workloads and achieve shared outcomes.

This collaborative approach will strengthen communication, reduce duplication, support operational efficiency and reinforce a shared responsibility for delivering the School's strategic and operational priorities.



ABOUT GIRTON GRAMMAR SCHOOL

Girton Grammar School in Bendigo is a leading independent school catering for around 1,200 students from Preparatory to Year 12 in an enriching and supportive environment.

With a Junior School campus and separate Senior School campus minutes from the centre of town, this renowned School sits at the heart of the Bendigo community.

The School is proud of its culture of optimism and commitment in both students and staff, translating to personal growth and academic achievement that truly sets the School apart in Regional Victoria.

Our rich history and steadfast values have, over time, built a school culture where we equally value people, character and learning. The behaviour and attitude of our students and staff contributes to a learning environment where every child is known and their individuality is respected.

KEY RESPONSIBILITIES

Events Management and Community Engagement Support

1. Provide administrative and operational support to the Community Engagement Manager in the planning and delivery of School events, alumni activities and community engagement initiatives.
2. Assist with invitations, registrations, guest lists, event communications and attendee management.
3. Assist the Community Engagement Manager with event risk management, compliance documentation, emergency arrangements and other safety requirements.
4. Support the preparation of event documentation, name badges, slideshows.
5. Liaise with suppliers, staff and external stakeholders regarding routine event arrangements as directed.
6. Assist with event set-up, event attendance support and post-event pack up and administration. Events may include but are not limited to Speech Night, Foundation Day, Valedictory functions, Carols, OGA events, formal dinners, Senior School Formal, Parent and Friends events and one-off activities such as official openings and anniversary celebrations etc.

Some events will occur outside normal working hours, including evenings and weekends.

7. Maintain event registration records, attendance data and evaluation information.
8. Assist with event logistics, including catering, venue preparation, equipment requirements, guest management and communications.
9. Support the coordination of alumni, volunteers, presenters, sponsors, community representatives and other event stakeholders.
10. Ensure event documentation, procedures and records are maintained accurately and efficiently.

Alumni and Community Relations Administration

11. Support the maintenance of alumni and community engagement databases and records.
12. Assist with alumni communications, newsletters, invitations, reunions and engagement activities.
13. Maintain accurate alumni, donor and community contact information within School databases and systems.
14. Assist with the administration of Old Girtonians' Association programs, scholarships, reunions and recognition activities.
15. Support alumni visits, school tours and community engagement activities as required.
16. Assist with the collection and preparation of information for reports, publications and routine stakeholder communications.
17. Support the maintenance and organisation of alumni records, archives and historical materials.

Administration and Operational Support

18. Provide general administrative support to the Strategy and Operations team.
19. Provide administrative support to the Director of Strategy and Operations, as required and in consultation with the Community Engagement Manager.
20. Assist with filing, document management, data entry and record keeping.
21. Process purchase orders, invoices and routine administrative transactions as directed.
22. Respond to telephone, email and in-person enquiries in a professional and timely manner.
23. Maintain departmental records, templates, registers and operational documentation to support effective governance, compliance and business continuity.
24. Contribute to the efficient operation of the department through effective organisation, teamwork and attention to detail.

Collaboration and School Contribution

25. Build positive and productive relationships with staff, students, families, alumni, suppliers and community stakeholders.
26. Support Community Engagement, Communications, Enrolments and Strategy and Operations initiatives as required.
27. Contribute to projects and activities that strengthen the School's profile, community connections, stakeholder engagement and strategic objectives.
28. Participate in school events and activities, including work outside normal business hours where required.
29. Undertake other duties consistent with the classification, skills and responsibilities of the position, as directed by the Community Engagement Manager or as appropriate, the Director of Strategy &Operations.

Professional development

Actively participate in and contribute to professional development activities and the Professional Development process.

Other duties

In addition to regular duties and responsibilities, Professional services staff may be required to undertake and participate in the following

1. Actively supervise students in rostered duties (yard duty, assemblies and other activities).
2. Participate in staff meetings, departmental meetings and other meetings, as scheduled.
3. Actively support the philosophy, directions, goals, policies and values of the School.

Duties scheduled outside of regular duties and responsibilities

- Attend as required Speech Night, information nights, open days and other designated significant School activities.
- Professional Services staff may be required to undertake other relevant and reasonable duties, as directed by their Head of Department or Principal.

KEY RELATIONSHIPS

- Director of Strategy and Operations
- Community Engagement Manager
- Communications and Marketing Team
- Enrolments Team
- Finance and Facilities Teams
- Old Girtonians' Association
- Alumni, families, suppliers and community partners

KEY SELECTION CRITERIA

1. **Interpersonal and Communication Skills:** Demonstrated ability to develop rapport, show respect, and communicate effectively with a diverse range of people, including students, families, colleagues, and external stakeholders.

2. **Organisational and Analytical Skills:** Well-developed organisational skills, with proven ability to coordinate multiple processes, manage competing priorities, and undertake tasks concurrently in a busy school environment along with strong analytical and problem-solving skills to evaluate challenges and identify opportunities for growth.

3. **Strong communication and relationship-management skills,** with the ability to engage confidently with prospective families and stakeholders.

4. **ICT and Database Management:** High-level ICT skills, including proficiency in Microsoft Office and the ability to manage databases for accurate and timely data entry and reporting (knowledge of school-specific systems such as Synergetic is an advantage). Including Experience with enrolment or student management systems, preferably Funnel.

5. **Adaptability and Change Management:** Ability to adapt to and implement changes in processes and procedures as required, demonstrating flexibility in response to evolving school needs.

6. **Commitment to Student Wellbeing and Child Safety:** Demonstrated understanding of, and commitment to, student wellbeing and child safety, including appropriate behaviours when engaging with children from diverse backgrounds.

7. **Commitment to Professional Development:** Proven commitment to ongoing professional development and willingness to participate in training to maintain contemporary knowledge and skills relevant to the role.

8. **Personal Integrity and Embracing Diversity:** Demonstrates personal integrity, fairness, and an open-minded approach, embracing diversity and contributing positively to the school's culture

QUALIFICATIONS AND EXPERIENCE

1. Relevant qualifications in event management, administration, business or a related discipline, or significant relevant experience.
2. Demonstrated experience in administration, event coordination, community engagement or a related field.
3. Previous experience working in a school or community environment is desirable but not essential.
4. Demonstrated competence in Microsoft 365 applications and the accurate use of databases, records-management systems and event-registration platforms.
5. Strong written and verbal communication skills, with sound attention to accuracy, presentation and proofreading.

PERSONAL COMPETENCIES AND ATTRIBUTES

Professional Services and non-teaching staff at Girton Grammar School empower, motivate, and support students, colleagues, and the wider school community to achieve or exceed performance expectations, playing a vital and influential role in shaping the positive experiences and development of all students and staff through their professional contributions and support.

All staff are encouraged to investigate new ideas and adopt innovation and improvements relevant to their roles. Analytical and problem-solving skills are essential for evaluating challenges and identifying opportunities for both personal and organisational growth. Collaboration, relationship-building, and trust are central to our school's philosophy and approach. We value staff who are open-minded, demonstrate personal integrity and fairness, and embrace diversity

PROFESSIONAL DEVELOPMENT AND KNOWLEDGE EXPECTATIONS

All professional services and non-teaching staff at Girton Grammar School are required to maintain a range of contemporary knowledge. Girton Grammar School provides regular and scheduled training and information for all relevant staff in the following.

- First aid qualifications including Anaphylaxis Management and Emergency Asthma Management.
- A sound understanding of and commitment to the Child Safe Policy and Standards, and other mandatory reporting requirements as they apply to Victorian Schools.

- A sound knowledge of current OH&S legislation and guidelines as they apply to education, and a commitment to ensuring a safe working environment.
- All employees of Girton Grammar School are required to review, acknowledge and adhere to the Employee Code of Conduct.

MISSION AND VALUES

All staff must have an understanding of and commitment to working within the School's stated values in striving towards achievement of our mission. Further information regarding expectations of staff can be found in the Mission and Values document on Girton Grammar School's website.

STUDENT WELLBEING

Girton Grammar School's Supporting Student Wellbeing document outlines the role staff are expected to play in the care and nurturing of each student.

CHILD SAFETY

Girton Grammar School is committed to promoting child safety, children's wellbeing and protecting children from abuse. Ministerial Order 1359 requires the School to implement child safety standards and to accommodate and take the needs of all children into account when creating a child safe environment. All staff must comply with the School's child safety policies and related policies and procedures, uphold the overarching principles and values set out, and take all reasonable steps to promote the safety of children. All employees at Girton Grammar School are required to:

- Have a current Working with Children's Check or VIT registration.
- Complete all mandatory reporting training and education about Child safety.
- Adhere to the Schools Child Protection Policies and Procedures.
- Report suspected cases of child abuse in accordance with school policies.

OCCUPATIONAL HEALTH AND SAFETY (OHS)

Workplace health and safety is the responsibility of all staff. All staff are responsible and accountable for:

- Demonstrating a full awareness of work health and safety issues and School OHS instructions, policies and procedures including, but not limited to, any first aid or emergency procedures and ensuring compliance with these.
- Assuming allocated roles in the School's emergency response or occupational health and safety structures
- Taking reasonable care of their own health and safety and the health and safety of others who may be affected by their acts or omissions.
- Promoting a safe work environment by raising OHS issues in a timely, constructive and solution orientated manner with a Manager or the OHS Committee.
- Immediately reporting any Notifiable Incident or any identified health and safety matter via the appropriate channels.

STAFF WELLBEING

Employee wellbeing is central to the values, practices and life of Girton Grammar School. We care about our people and school community and understand wellbeing is essential to the educational outcomes of our students and culture of our School. We recognise and are fully committed to providing a safe and compassionate workplace and appropriate wellbeing support services and resources for all employees.

All employees have access to an independent and confidential free Employee Assistance Programme and we provide a range of resources, policies, consultation and a staff representative committee that focus upon initiatives and practices that actively support employee wellbeing.

ADDITIONAL INFORMATION.

Appointment of successful applicants will be made subject to a satisfactory pre-employment check. A six-month probation employment period applies to all new employees at Girton Grammar School. Employment conditions are in accordance with the Girton Grammar School Bendigo Enterprise Agreement, 2022 (or its' successor). The School is committed to the principles of Equal Opportunity Employment, merit based selection, equity, diversity and procedural fairness in our recruitment.

Girton Grammar School reserves the right to modify position descriptions, as required. Relevant staff will be consulted, where this is required.

STAFF BENEFITS

Girton Grammar provides additional employment and professional benefits such as,

- Staff discount on school fees for ongoing permanent staff
- 39 weeks of term time for a school year (2026)
- Access to Professional Learning and Leadership Mentoring programs
- Discretionary personal leave for emergent issues
- Opportunity to take on additional responsibilities for experience
- Active Staff Association
- Free and voluntary vaccinations
- Access to EAP counselling services.

REFERENCE DOCUMENTS

Supporting Student Wellbeing
Strategic Plan 2023 - 2028
Mission and Values document
Child Safety Policy
Child Safety Responding and Reporting Obligations
Child Safety Code of Conduct

APPROVAL

Developed	October 2026

SIGNATURE PANEL

By signing below, I acknowledge that I have read and understood the responsibilities, duties, and expectations outlined in this position description. I agree to fulfill the requirements of this role to the best of my abilities and adhere to the school's policies and procedures.

Name
Signature
Date

Principal Dr. Emma O'Rielly
Signature
Date

This position description may be subject to review and adjustment in response to the evolving needs of the school and as part of the performance appraisal process.