POSITION DESCRIPTION
Community Engagement Coordinator

POSITION	Community Engagement Coordinator
RESPONSIBLE TO	Head of Marketing and Community Engagement
CLASSIFICATION / FTE	Education Support Officer – Category C 0.6 FTE
EMPLOYMENT TERMS	• Employment is in accordance with terms and conditions as outlined in the Catholic Education Multi-Employer Agreement (CEMEA 2022) • Remuneration is in accordance with the CEMEA 2022 and dependent on skills and experience
PREPARED BY	Head of Marketing and Community Engagement Director of Business Services
ISSUE: 01	**DATE: 5 November 2026**

All staff members of Siena College are expected to support and promote the College's mission. Siena College, a Catholic secondary school in the Dominican tradition, engages young women in a challenging education that empowers them with the personal resources to make a difference in the world, by searching for truth through a culture of lifelong learning.

The College has a universal expectation for the protection of the young women in its care and is committed to ensuring that all staff promote the inherent dignity and fundamental right of students to be respected and nurtured in a safe school environment. This commitment is drawn from and inherent to the teaching and mission of Jesus Christ, with love, justice, and the sanctity of each human person at the heart of the Gospel. The College has a zero tolerance of all forms of child abuse and actively works to listen to and empower students. The College has policies and processes in place to protect students from abuse and takes all allegations and concerns seriously and responds in line with the organisation's policies and procedures.

The Community Engagement Coordinator supports the development and strengthening of meaningful relationships between Siena College and its broader community, particularly alumnae, parents, feeder schools and community partners. Working collaboratively with the Marketing and Community Engagement team and the Head of Admissions, the role supports the planning, delivery and evaluation of engagement initiatives, events and communications that foster connection, encourage participation and promote a strong and engaged Siena community.

In the delivery of the role, the Community Engagement Coordinator interacts with a diverse range of stakeholders. This includes the Principal, Siena College Alumnae Association, Siena Parents' Association, feeder schools and community partners, future parents and teaching staff.

SIENA COLLEGE CAMBERWELL

POSITION DESCRIPTION
Community Engagement Coordinator

Key Selection Criteria

- Demonstrated experience in community engagement, stakeholder relations, events coordination or a related field, preferably with at least three years' experience in a comparable role.
- Excellent interpersonal and communication skills, with the ability to build and maintain positive relationships, collaborate effectively and demonstrate a commitment to high-quality customer service when engaging with diverse stakeholders.
- Strong organisational and project management skills, with the ability to plan and deliver engagement events, initiatives and programs, manage competing priorities and work independently.
- Strong administrative, database management and digital skills, including proficiency in Microsoft Office and social media platforms. Experience with Synergetic, Potentiality, SchoolBox or similar CRM/database systems is highly regarded.
- Demonstrated initiative, adaptability and problem-solving skills, with the flexibility to respond to changing priorities and emerging opportunities and contribute collaboratively to the College's community engagement strategy and broader objectives.

Key Responsibilities

1. Role-Wide Accountabilities

1.1. Support the development, implementation and evaluation of the College's Community Engagement Strategy and associated initiatives.

1.2. Maintain accurate alumnae, parent and community records across relevant College databases and communication platforms.

1.3. Collaborate with the Marketing and Community Engagement team to develop content and communications that promote community participation and connection.

1.4. Monitor community engagement activities and provide feedback and recommendations to inform future initiatives.

1.5. Undertake relevant professional learning, including opportunities provided through Educate Plus, College systems training and other professional development as appropriate.

2. Community Relations and Engagement

2.1. Support College community engagement initiatives, including Open Mornings, prospective family events, feeder school activities and community outreach programs.

2.2. Build and maintain positive relationships with community organisations and partners to strengthen the College's connections and profile.

2.3. Work collaboratively with relevant College staff to identify and support opportunities for community participation and engagement.

3. Alumnae Relations and Engagement

3.1. Support the ongoing development and operation of the Siena College Alumnae Association, including administration, meetings and engagement activities.

3.2. Cultivate relationships with alumnae, encouraging their involvement in College programs, mentoring, volunteering and community initiatives.

3.3. Maintain accurate alumnae records, including skills registers and relevant compliance documentation.

3.4. Coordinate alumnae events, including reunions, the biennial generational event and other engagement activities.

3.5. Coordinate alumnae communications and engagement through Siena Global Connect and relevant College communication channels.

3.6. Support alumnae recognition initiatives, including the Alumnae Wall, Notable Alumna Award, Dr Ursula McKenna Award and significant community milestones.

3.7. Support the transition of graduating Year 12 students into the Siena alumnae community.

4. Parent Relations and Engagement

4.1. Act as the College liaison for the Siena Parents' Association (SPA), supporting its meetings, events and community engagement initiatives.

4.2. Foster opportunities for parent involvement and volunteering that strengthen connections within the College community.

4.3. Maintain accurate parent volunteer records, including skills registers and relevant compliance documentation.

5. Other Responsibilities

5.1. Work collaboratively with the Marketing and Community Engagement team and other College staff to support engagement priorities.

5.2. Attend relevant College events, community activities and meetings, including those held outside normal working hours, as reasonably required and in consultation with the Head of Marketing and Community Engagement.

5.3. Undertake other duties as reasonably directed by the Head of Marketing and Community Engagement.

6. General Accountabilities for All Staff

6.1. Demonstrate duty of care to students in relation to their wellbeing.

6.2. Be well informed and comply with the College's obligations in relation to Child Safe Standards and processes for
reporting suspected abuse.

6.3. Adhere to the College's professional dress code for staff.

6.4. Attend all relevant staff meetings, assemblies, College Masses, community days and staff professional learning days.

6.5. Demonstrate professional and collegial relationships with colleagues.
6.6. Commit to and actively support the College's agenda for continuous improvement through participation in school improvement planning as required.
6.7. Demonstrate alignment and support for the Catholic and Dominican ethos of the College.
6.8. Support the Mission, Vision and Values of the College as articulated in the Strategic Plan.
6.9. Be familiar with and comply with all College policies and procedures.