



Position Description	
Position:	Communications Coordinator
Campus:	Senior Campus
Faculty/Department:	Community Relations
Reports to:	Director of Community Relations
Key Relationships:	Directory of Community Relations, Deputy Principals, Community Manager and Enrolments team
School Overview: <p>Located on Victoria's Mornington Peninsula, Woodleigh School is an independent, coeducational school comprising two Junior Campuses (ECC-Year 6) in Frankston South and Moorooduc and a Senior Campus in Langwarrin South.</p> <p>At the heart of a Woodleigh Education is our commitment to the holistic development of every student within our school. We provide a nurturing and challenging environment that supports students to develop the knowledge, skills and dispositions that they will need to thrive, at and beyond school. We aim to develop independent, resilient, creative and compassionate individuals who can find personal success in life, while making a positive contribution to the communities in which they live.</p> <p>At Woodleigh School, we see the development of academic learning, personal wellbeing, and student engagement as being interdependent. As a result, we promote the development of student outcomes across the essential elements of learning: the understanding of concepts, the acquisition of knowledge, the mastery of skills, the development of productive attitudes, and the ability to perform meaningful tasks in real world settings. We understand that such deep learning is best cultivated in safe, supportive and respectful environments where students can take risks, question their assumptions, respond creatively, and explore new ways of thinking.</p> <p>Woodleigh School is an equal opportunity employer.</p>	
The Woodleigh Staff Member <p>An employee at Woodleigh School:</p> <ul style="list-style-type: none">• Encourages a culture of mutual respect, inquiry, innovation and learning• Places an emphasis on the 5 Elements of the Woodleigh model for Personalised Learning in their professional practice<ul style="list-style-type: none">○ Real world learning○ Assessment for learning○ Life-long learning○ Student agency, coaching and mentoring○ Wellbeing and engagement• Communicates effectively with students and families about student learning and progress• Sets high academic achievement expectations• Identifies and supports students' social, emotional, and behavioural learning needs• Facilitates, designs and engages with effective collaboration• Provides timely feedback and collaborates with others to offer specialised support	
Position Summary: <p>The Communications Coordinator role is to provide support to the Director of Community Relations to promote the three campuses of Woodleigh School. The successful applicant will have a broad range of publishing and editing responsibilities relevant to communicating the goings on at a busy School.</p>	

Applicants require an understanding of current web and communication trends, an eye for detail and ability to produce quality work in a fast-paced environment. The Communications Coordinator will also provide administration support for Woodleigh Alumni, and assist with the production of School events.

As a member of the busy and dynamic Community team, you will create content across our communications platforms: website, App, EDMs, and publications. You will also work closely with the Enrolments team.

The successful applicant will have a broad range of communications and editorial skills, outstanding attention to detail, and be able to manage a CRM database. They will also understand how to communicate with busy families whilst also maintaining the strong reputation of Woodleigh School.

Key Responsibilities:

- Produce the School's regular communications across multiple platforms
- Source and produce content for school publications
- Assist in writing regular editorials for local print publications
- Maintain the content of the School's website/portal under the guidance of the Director of Community Relations.
- Assist with event ticketing and promotion
- Support major events
- Database management for current families and past students
- Other duties as required by the Director of Community Relations

Selection Criteria:

Must be able to demonstrate:

Administration and planning skills:

- High-level publishing and editing skills
- High-level organisational, planning and time management skills
- Ability to collect, organise, and analyse information
- Data management and appropriate data security experience
- Time management skills, including the ability to work to fixed deadlines
- Accuracy and attention to detail
- Ability to work under pressure
- Ability to be self-motivated and to work independently
- Logical, process-driven, and systematic approach to the development of working systems of file management
- Skills and system knowledge of Publishing and editing, understanding of web Content Management Systems, Intermediate graphic design, Photography, and social media skills are desirable
- Able to work with a good degree of autonomy
- Managing contact and distribution lists
- Open to continuous learning
- Well-developed computer skills and a good level of competency using the Microsoft Office Suite, MS Office, Excel, OneNote, Word, and web-based applications
- Adobe Creative Suite skills (Indesign, Illustrator, Photoshop, Lightroom) are desirable

Interpersonal Skills:

- Eye for detail and ability to produce quality work in a fast-paced environment
- Ability to accept and deliver constructive criticism
- Proactive and positive attitude, able to work independently or as part of a team
- Ability to think creatively, critically, and independently
- Ability to communicate effectively with co-workers, teachers, and students
- Maintain strong relationships with teaching staff and students

Experience, Education and Qualifications:

- Appropriate training and experience as related to database management and the use of the Microsoft Office suite
- Appropriate training and experience as related to publishing and editing
- An understanding of appropriate behaviours when engaging with children
- Experience with mailing lists and managing communication

Personal Qualities:

- A commitment to Woodleigh's Values of Respect for Self, Respect for Others and Respect for the Environment
- The determination to strive for personal best
- Ability to work in a collaborative manner, as part of a small team
- A willingness to innovate and encourage the development of creativity

Desirable:

- Prior experience working as a Communications Assistant
- Prior experience working in a school setting

Conditions of Employment:

- A Working with Children's Check is required for this position.
- Confirmation of COVID-19 vaccination status (3rd dose) is required for this position.
- Qualification and First Aid Training confirmation is required for this position.
- Woodleigh is an Equal Opportunity Employer and is committed to appointing staff on the basis of merit.
- At Woodleigh School we have a zero tolerance for child abuse and are committed to acting in children's best interests and keeping them safe from harm. All staff are to abide by the Child Safety Code of Conduct.
- It is a condition of employment that all staff take responsibility for a safe and healthy work environment and have a commitment to equal employment opportunity and a workplace free from discrimination and harassment.
- All staff are required to observe and uphold all of Woodleigh's Privacy policies and procedures as implemented or varied from time to time.
- Woodleigh operates a smoke-free work environment.

Prepared by:	Adam Liddiard
Date prepared:	April 2022
Employee Signature:	
Date:	