

# WAVERLEY CHRISTIAN COLLEGE Inc

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ABN: 48 847 193 961  
Reg No: A0018722X

## POSITION DESCRIPTION

**Name:****Position:** Communications Assistant/Alumni Coordinator**Campus:** Wantirna South and Narre Warren South**Employment Status:** FTE 0.9**Reports Directly To:** Communications Coordinator

### Ministry Specifications

The Communications Assistant/Alumni Coordinator is responsible for supporting the production of various regular communications and publications provided to the College community, including parents, alumni and current students and in coordinating all aspects of the College Alumni.

### Responsibilities

- Support the production of the Wantirna South and Narre Warren South regular communication updates and activity digests
  - Correspond with staff regarding articles and deadlines via a roster
  - Keep up to dated with College calendars and events
  - Work with relevant staff on proofing and final checks
  - Support the distribution of communications to Staff, Parents, College Council and others
  - Keep information updated on Waverley Engage for parent, staff and student access
  
- Alumni
  - Manage and maintain members of WCC alumni on Synergetic
  - Source and publish alumni news on the various College media platforms and produce the Waverley Connect newsletter
  - Maintain the Alumni FB page
  - Correspond with VCE Cordinators/Enrolments/Database staff to ensure continuity
  - Maintain and keep up to date with Year 12 alumni form
  - Organise and manage reunions
  - Create a strategy for Alumni going forward
  
- Coordinate the College's photo and video imagery collection
  - Maintain the College Photo drive for web and College publication purposes
  - Educate and motivate staff to capture the ongoing life of College activities and to utilise the College Photo drive
  - Support the capture of quality photos and videos as able
  
- Maintain and review College electronic platforms
  - FaceBook pages and groups, with weekly items such as College events
  - Instagram pages
  - LinkedIn
  - Wikipedia

- Assist in the creation of advertising material and promotion of major College events
- Assist the Communications Coordinator as required
- To actively pursue best practice in the areas of responsibilities

### **Inherent Requirements of the Position**

#### **Administration / IT Staff**

- Contribute proactively to a culture of child safety
- Prolonged periods of sitting
- Using a computer for a prolonged period of time
- Some repetitive actions (e.g. stapling, hole punching, collating)
- Occasional food handling and preparation
- Ability and a licence to drive College cars, as required
- Occasional bending, lifting and carrying
- Standing tasks requiring twisting and turning

#### **Occupational Health and Safety Responsibilities**

- Ensure, so far as is reasonably practicable, that work areas under your control are without risk to health and safety of occupants
- To have knowledge of, and comply with the College's OHS policies and procedures
- To comply with all safe work practices, ensuring reasonable care of your own health and safety and that of other staff, students and visitors
- Participate in relevant training and induction sessions
- To report all incidents and/or potential hazards via the reporting system on the SCM as soon as possible

#### **College expectations of you include**

- Be familiar with, and supportive of, the College's policies regarding child safety
- Adherence to College Policies and Procedures
- Support of the Waverley Christian College ethos
- Upholding the College staff dress code

As part of your employment, you are expected to participate in a range of duties beyond clerical/administration responsibilities. The College Calendar provides additional detailed information. These duties may include, but are not limited to:

- Participation in relevant meetings
- Attendance at the first day back for staff, Staff Retreat and end of year function

Some duties will need to be performed at times other than during the school day including on weekends. Your duties may be varied by the College from time to time in accordance with the College's operational requirements.

#### **Key Relationships**

- Deputy Principal
- Principal
- Heads of Campus