

# WAVERLEY CHRISTIAN COLLEGE Inc

1248 High Street Road, Wantirna South Vic 3152  
college@wcc.vic.edu.au | www.wcc.vic.edu.au | Tel: +613 9871 8600

20 College Drive, Narre Warren South Vic 3805  
nws@wcc.vic.edu.au | www.wcc.vic.edu.au | Tel: +613 8765 7700



ABN: 48 847 193 961  
Reg No: A0018722X

## POSITION DESCRIPTION

<b>Position:</b>	Communications Assistant
<b>Campus:</b>	Wantirna South and/or Narre Warren South
<b>Employment Status:</b>	FTE 0.4 or FTE 0.2
<b>Reports Directly To:</b>	Head of Campus Wantirna South Head of Campus Narre Warren South

### Ministry Specifications

The Communications Assistant is responsible for supporting the production of various regular communications and publications provided to the College community, including parents, staff, and current students.

### Responsibilities

#### Social Media Platforms

- Obtain and post content and photos for both campus closed groups (eg: student achievements, College news, upcoming events, etc)
- Obtain and post content and photos for general open group
- Broadcast College updates and alerts as needed
- Approach relevant staff coordinating student events onsite to photograph/advertise in a timely manner on Facebook
- Daily confirmation of Facebook membership requests
- Responding to enquiries and parent feedback via Facebook
- Report inappropriate comments, posts of messages to the Communications Coordinator

#### Fortnightly Newsletters (Campus News)

- Create termly Communications Roster and assign staff to relevant articles
- Chasing up articles and photos
- Proof and edit articles where needed
- Liaise with the relevant HoC to finalise and approve
- Distribute Newsletters to parents and staff at 3pm on Thursday (fortnightly)
- Tracking iNewsletter analytics and provide regular updates to Communications Coordinator

#### College Photo Drive

- Maintain and update College Photo Drive
- Follow up and remind staff to take / upload photos (incl Newsletter article pics)
- 'Rolling over' the photo drive at the end of the school year and create new storage for the following year

#### Additional Tasks

- General: emails; meetings; phone calls; admin assistance to other Departments as required.

- Embrace external marketing opportunities.
- Maintaining LinkedIn, Instagram and Wikipedia as needed
- Assist Communications Coordinator as required
- Attend relevant training sessions
- Provide support to other Administrative staff/areas as required

### **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 Staff Portal 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

# WAVERLEY CHRISTIAN COLLEGE Inc

1248 High Street Road, Wantirna South Vic 3152  
college@wcc.vic.edu.au | www.wcc.vic.edu.au | Tel: +613 9871 8600

20 College Drive, Narre Warren South Vic 3805  
nws@wcc.vic.edu.au | www.wcc.vic.edu.au | Tel: +613 8765 7700



ABN: 48 847 193 961  
Reg No: A0018722X

## POSITION DESCRIPTION

<b>Position:</b>	Alumni Coordinator
<b>Campus:</b>	Wantirna South and/or Narre Warren South
<b>Employment Status:</b>	FTE 0.4 or FTE 0.2
<b>Reports Directly To:</b>	Head of Campus Wantirna South Head of Campus Narre Warren South

### Ministry Specifications

The Alumni Coordinator is responsible for coordinating all aspects of the College Alumni

### Responsibilities

#### Alumni Program

- Update and maintain Alumni information on Synergetic
- Build Facebook presence – source Alumni news for Facebook and Newsletter content
- Planning and organising Alumni events (7+ per year)
- Advertising reunions – digital design and social media
- Attend consults with relevant staff (eg: Year 12 Coordinators, Career Staff, external consultants)
- Create and complete editing process for 3+ Alumni Newsletters per year
- Work with VCE Coordinators / Secondary staff to engage with current graduating students and in building the alumni community across all graduating years
- Supporting additional reunions (alumni-led) – eg: financial contribution, advertising, etc

#### Additional Tasks

- General: emails; meetings; phone calls; admin assistance to other Departments as required.
- Embrace external marketing opportunities.
- Maintaining LinkedIn, Instagram and Wikipedia as needed
- Assist Communications Coordinator as required
- Attend relevant training sessions
- Provide support to other Administrative staff/areas as required

### 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
- Heads of School
- VCE Coordinators / Year Level Coordinators – Year 12