



**TRINITY
GRAMMAR
SCHOOL, KEW**

Position Title	Community Relations Coordinator
Employment Type	Full Time
Award	Educational Services (Schools) General Staff Award 2010
Reports to	Director of Development and Community Relations
Direct Reports	Nil

At Trinity Grammar School Kew (Trinity) responsibility for the protection of children is shared because children are safeguarded only when all individuals accept responsibility and work together and play their part in keeping children and young people safe from harm and abuse.

All Educational Support Staff are required to:

- Support and adhere to the School's Child Protection Policy, Staff Code of Conduct and child abuse reporting policies and procedures
- Attend and take part in child protection training including the completion of online modules on the detection and reporting of child abuse.
- Report cases of suspected child abuse in accordance with Trinity policy and legal obligation.

Position Summary

The role will primarily assist the Director of Development & Community Relations with administrative functions and in all aspects of developing good connections within the Trinity community, including event coordination. The role shares responsibility for the holistic data management for the School's fundraising and community relations processes.

Key Responsibilities

- Providing PA support to the Director of Development & Community Relations including:
 - Diary management
 - Travel coordination
 - Taking minutes at meetings and distributing minutes post meeting.
- Co-ordination of fundraising and community events in conjunction with the Events managers and coordinators including:
 - Planning, support and coordination at individual events.
 - Front of house point of contact.
 - Communications, invitation lists and dispatch, bookings and logistics.
 - Post event follow-up.
 - Providing input at calendar planning meetings.
- Liaison with all School community groups including current parents, past parents, OTGs, current staff and past staff.
- Maintaining the School's extensive database, ensuring high levels of data integrity:
 - Structured fundraising
 - Annual Giving program
 - Major gifts program
 - Bequest program
 - Community connectivity
- Continuously seeking ways to improve key processes in your role and to bring innovative ideas to the team
- Other reasonable tasks and duties as determined by the Director of Development & Community Relations
- Support and promote the School's policies and practices for Occupational Health and Safety, Equity and Harassment.
- Constantly update and maintain the volunteers Working with Children's Check register.

Key Selection Criteria

- High level of competency in all required software including Microsoft office suite (including OneNote), Adobe suite, Skype for Business and Synergetic as well as basic spread-sheeting and social media tools.
- Advanced excel skills and experience with SQL queries (desired)
- Highly developed oral and written communications and interpersonal skills.
- Demonstrated ability to liaise effectively with all areas of the School
- Ability to gather and process information quickly.
- Ability to effectively manage your time and prioritise.
- Respond to and act upon internal/external enquiries.

Key Skills and Attributes

- Genuine passion for team engagement and collaboration.
- Ability to liaise successfully with discretion and confidentiality as required.
- Ability to take initiative and work well autonomously as required.
- Ability to communicate successfully with a diverse range of stakeholders.
- Strong attention to detail.
- Ability to meet deadlines under pressure through effective time management.
- Demonstrated ability to multitask.
- Customer focussed.
- Highly organised and proactive work style.

Performance Criteria

- Building and maintaining quality relationships with all stakeholders.
- Outstanding data integrity.
- Efficient and accurate generation of reports and correspondence.
- Integral role as support and logistics for event management.
- Active and engaged team member, contributing to the continuous improvement of the team and its processes.

Special Requirements and Qualifications

All employees of Trinity Grammar School must hold a valid Working with Children's Check.

- Minimum 3 years executive/administrative support in organisations with strong service reputations and continuous improvement cultures.
- Experience in stakeholder engagement.
- Experience working with multiple data sources and databases.

Approval

This position description was approved by the Human Resources Manager, February 2019.