



SOMERVILLE HOUSE

HONOUR BEFORE HONOURS

Community Liaison Co-ordinator

Position Description

About Us

Somerville House, a day and boarding school for girls established in 1899, is a landmark in education, providing exceptional education for students from Pre-Prep through to Year 12. Somerville House students have the opportunity to participate in an extensive academic, sporting and cultural program, while receiving high standards in personal care and individual attention within the School community.

Somerville House is a school of the Presbyterian and Methodist Schools Association (PMSA). The PMSA is a mission of the Presbyterian and Uniting Churches.

The Role

The position of Community Liaison Co-ordinator is to facilitate, promote and recognise the partnerships and connections with the School's key stakeholders, including, but not limited to, the Old Girls' Association, Parents and Friends' Association and Somerville House Foundation. This role will be responsible for providing marketing and communication support to the Communication and Admissions Office, and ultimately contribute to the School's strategic and operational plan objectives related to 'Engagement and Involvement'.

The Community Liaison Co-ordinator will be an organised individual with outstanding communication skills, creative thinking and an overall drive and passion for their work. The position will be required to build strong relationships with stakeholders, staff and suppliers.

Reporting Lines

The Community Liaison Co-ordinator reports directly to the Director of Communication and Admissions.

Key Responsibilities

- Providing support to and building strong relationships with the Old Girls' Association (OGA), Parents and Friends' (P&F) Association and Somerville House Foundation
- Preparing a range of documentation, including marketing plans for events, promotional materials for School publications, and newsletter articles related to engagement, activities and initiatives, in liaison with the Communication and Admissions staff as appropriate
- Undertaking a range of administrative duties relating to community engagement including, but not limited to maintaining the database of past students and OGA members, co-ordinating the annual Parent Directory and the co-ordination of new alumni initiatives
- Maintaining the School's intranet pages for the Communication and Admissions Office for P&F, Tuckshop, Uniform Shop and Alumni, in liaison with other School staff as appropriate
- Maintaining the School's website pages that relate to our 'Community' including Parents and Friends' Association, Uniform Shop, Foundation, Alumni & Old Girls' Association, Jessie Andrews Archives, Under The Clock and the Murray Evans Sports & Aquatic Centre, in liaison with the School staff as appropriate

- Planning (including budget control) and co-ordinating a range of events, including but not limited to:
 - Open Days and Tour Mornings
 - Regional visits / expos
 - Old Girl Association activities and reunions
 - P&F events and Parent Support Group activities
 - Speech Nights
 - Valedictory services
- On-the-day event management as required, ensuring that set-up and pack-down at each venue is consistent with the School's brand and is efficient at all times
- Co-ordinating staff and third party suppliers, contractors and services for each event as required
- Effectively implementing the School's policies and procedures, to provide high quality outcomes and assisting in the development of processes, systems and documentation with a view to continuous improvement
- Undertaking the duties of the position and liaising with staff, students and the wider community in a manner that demonstrates a commitment to the values of Somerville House and the PMSA
- Undertaking other duties as requested by the Director, Communication and Admissions.

Skills and Qualities

- Demonstrated experience a similar role
- Commitment to excellence, and the willingness to embrace a culture of continuous improvement
- Solid understanding of community engagement
- Excellent communication skills and ability to liaise and work with people at all levels within the organisation
- Eye for detail and a mind for innovation
- Excellent creative, strategic, analytical, organisational and problem-solving skills
- Commitment to meeting demanding deadlines, and to adapt and operate effectively in a dynamic corporate School environment
- In depth knowledge (or capacity to rapidly acquire such knowledge) of the independent Schools sector
- Proven ability to work both independently and in partnership with other staff, volunteers and students as part of a team
- Well-developed administrative and organisational skills
- Genuine desire to provide a memorable and positive experience for all stakeholders in the Somerville House community
- Capacity to support and contribute to the Christian ethos of the School
- Flexible approach to working hours is essential. The position involves some weekend and evening work and may also involve some travel within Australia.

Education / Qualifications

- Tertiary qualifications in marketing, event management or communications / public relations
- Blue Card for working with children, or eligible to apply upon commencement.

Please note: The scope of responsibilities is as outlined above, however this is not exhaustive. It may be necessary, from time-to-time, to vary duties and responsibilities in accordance with changing circumstances of the organisation.

Application Process

All applications must include the official Application for Employment form for Non-Teachers available under the 'Careers at Somerville House' section of our website, as well as a current Curriculum Vitae, and the contact details of three (3) professional referees.

Applications will be treated as confidential and must be forwarded by email to employment@somerville.qld.edu.au, marked to the attention of The Principal, Somerville House.

Applications close at 9:00am on Monday 18 February 2019.