

CATHOLIC EDUCATION WODONGA PROJECT OFFICER POSITION DESCRIPTION

Position Summary

Catholic Education Wodonga (CEW) Council is designed to meet the needs of the Wodonga Catholic community and replace parts of the individual governance structures of the four schools with a single shared structure. The Project Officer is the key link in supporting the needs of each four schools and developing and maintaining key stakeholder relationships within the community. This position will be based at Catholic College Wodonga, but expected to assist and meet with each CEW school as required.

Schools within the CEW structure: St Augustine's Primary School; St Monica's Primary School; St Francis of Assisi & Catholic College Wodonga

<p>Essential skills and attributes</p>	<ul style="list-style-type: none"> • Excellent interpersonal skills and an advanced level of oral and written communication • Ability to pro-actively problem solve, manage conflicting priorities and achieve results to a deadline • High standard of experience using Microsoft Office and Google suite • Ability to create and maintain networks with local organisations e.g. CEW schools, Wodonga Catholic Parish, Catholic Education Office and City of Wodonga. • Ability to work independently & collaboratively • Understanding of the Catholic nature of our schools • Current driver's licence
<p>Desirable skills and attributes</p>	<ul style="list-style-type: none"> • Motivated by providing a service to the community • Trustworthy and confidential & act with integrity • Understanding of contemporary marketing strategies • Understanding of interpreting data e.g. local demographic reports, enrolment data and trends and marketing data and trends • Work effectively to achieve organisational goals
<p>Child Safety</p>	<ul style="list-style-type: none"> • Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety • Assist in the provision of a child-safe environment for all students • Demonstrate duty of care to students in relation to their physical and mental wellbeing.
<p>ESSENTIAL DUTIES AND RESPONSIBILITIES</p>	
<p>Strategic</p>	<ul style="list-style-type: none"> • Monitor the implementation of the CEW Strategic Plan and facilitate communication between all sub committees of CEW • Prepare and monitor a budget • Preparation and induction of Parent members to CEW • Operate strategically to ensure that organisational change is effected

<p>Marketing</p>	<ul style="list-style-type: none"> • Manage the social media aligned to CEW schools and utilise technology to communicate effectively with the wider community • Liaise with all CEW Principals to develop and enact the CEW marketing strategy
<p>Community</p>	<ul style="list-style-type: none"> • Develop and maintain professional relationships with internal and external stakeholders • Empower communities to improve continuous improvement
<p>Uniform</p>	<ul style="list-style-type: none"> • Liaise with the uniform supplier and monitor contractual arrangements, stock and orders • Systematically monitor and manage a grievance procedure in relation to the uniform shop
<p>Administration</p>	<ul style="list-style-type: none"> • Calendar management and coordination of CEW meetings • Manage governance processes and provide all agenda's and minutes for any CEW committee or subcommittee meeting • Management and maintenance of all CEW documentation. Including archiving of information. • Assist CEW Council to maintain, develop and revise policies and procedures for the general operation of Catholic Education Wodonga. • Organise and coordinate events as required • Liaise with Catholic College Wodonga finance for the payment of CEW invoices
<p>Other duties</p>	<ul style="list-style-type: none"> • Develop and coordinate projects in the areas of Marketing, Future Provision for Catholic schooling Wodonga, • Any other duties as directed by Catholic Education Wodonga Principal's or the Council Chair
<p>Professionalism and Ethos/Mission of the College & Catholic Education Wodonga</p>	<ul style="list-style-type: none"> • Is punctual for all duties • Presents self appropriately, following dress code as required • Keeps privileged information to which he/she is privy by virtue of the employment position confidential • Responds to own training/development needs • Seeks feedback on own performance • Maintains highly effective working relationship with all staff • Co-operates with colleagues to achieve the implementation of all College & Catholic Education Wodonga policies and procedures • Participates in meetings as required • Complies with policies and directives issued by the College and Catholic Education Wodonga including Occupational Health and Safety and Code of Conduct.