

PUBLICATIONS & EVENTS OFFICER

POSITION DESCRIPTION

Award	Victorian Catholic Education Multi Enterprise Agreement 2018 (VCEMEA)
Group	Education Support Officer
Classification	Category C Level 3
Tenure	Fixed Term (18 October 2021 – 8 July 2022)
Hours of work	8.00am – 4.00pm (1.0FTE)
Reports to	Administrative Services Manager
Last amendment	August 2021
Version	1.1

Position Summary

To build connections through quality communication which strengthens the fabric of the Catholic College community. The Publications & Events Officer is responsible for managing major College events including the planning, preparation and coordination of all aspects of College events.

Key Selection Criteria	<p>Essential</p> <ul style="list-style-type: none"> • Excellent oral and written skills with strong attention to detail • Proven capacity to work independently • Capacity to work to tight timelines, and under pressure • Proven capacity to work with competing priorities <p>Desirable</p> <ul style="list-style-type: none"> • Qualifications or equivalent experience in Media or Graphics • Experience with Event Management
Child Safety	<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
ESSENTIAL DUTIES AND RESPONSIBILITIES	
Communications	<p>The Publications & Events Officer will:</p> <ul style="list-style-type: none"> • Ensure that all publications are of a very high standard are published within budget and meet deadlines • Co-manage the distribution of publications through the Communications Team • Ensure that all publicity and communication reflects the ethos of the College • Has oversight of any request to utilise college branding in the initial stages • Advises staff on branding guidelines via induction and general updates • Produce internal publications and videos based from staff requests in line with Learning & Teaching needs



Communications cont'd	<ul style="list-style-type: none">• Provide structural design for advertising and marketing publications• Handbooks including Middle Years, Pathways and Senior School Course Guide, Enrolment Handbook/Package, College Annual Report, Parent Team Handbook• Flyers and promotional material for College events such as Open Days, Student and Parent Information evenings• Coordinates photographs for miscellaneous College publications, upon request of staff.• Coordinates School Photos with Leading Image in conjunction with the Daily Organiser
Events	<ul style="list-style-type: none">• Coordinates, alongside the relevant leader, whole school, year level and classroom events. Including but not limited to:<ul style="list-style-type: none">◦ Information evenings◦ Award ceremonies◦ Open day
Other duties	<ul style="list-style-type: none">• Other duties as assigned by the Principal or Administrative Services Manager.
Professionalism & Ethos/Mission of the College	<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 Policies and procedures.• Participates in meetings as required.• Complies with policies and directives issued by the College including Occupational Health and Safety and Code of Conduct.