

Ascham Community Relations Manager | Position Description



Reporting to: Director of Enrolments and Community

Ascham values staff who demonstrate a positive and proactive approach to their work and have a willingness to participate in the life of the School. We look for vibrant, dedicated and capable staff who embrace a fast-paced environment, demonstrate initiative, empathy, a good sense of humour and professional behaviour to achieve the School's objectives.

Why your role matters:

The Ascham Community Relations Manager (ACRM) seeks opportunities to forge relationships and grow engagement across the wider School community including driving our Ngara Commitment.

The (ACRM) is the main point of contact between the Ascham Old Girls Union Committee and the School and works to foster an environment that enables Ascham Old Girls (AOGs) to connect with each other and with the School via the co-ordination of city and regional events, reunions, social activities, as well as print and digital media.

What you have to do to succeed:

Supporting our Alumni

- Successfully manage the relationship between the Ascham Old Girls' Union (AOGU) Committee and the School - including providing monthly updates to the Committee and the School.
- Provide support to the AOGU Committee, including assistance with basic and administrative tasks such as the booking of school venues for meetings and events. Further support for AOGU events including, management of data requests, promotion of events via invitations and social media, set up of RSVP and payment processes, post-event reporting and wrap up.
- Oversight and administration of the AOGU Bank Account, undertaking online banking transactions on behalf of the AOGU Committee and management of the annual taxation audit, with the support of the AOGU Treasurer and volunteer book-keeper.
- Effectively coordinate the preparation, planning, execution, and financial management of our Ascham Old Girl (AOG) class reunions and events. Including measuring success, collating and entering data and reporting.
- Effectively coordinate the preparation, planning, execution, and financial management of our Ascham Old Girl (AOG) class reunions. Including pro-active liaison with cohorts holding reunions, support for data requests, development of invitations, management of the RSVP and payment processes, post reunion collation and input of data and reporting.
- Delivering tours of the School at reunion events, if requested
- Proactively source and write content for the Ascham Old Girls section in our community publication, *The Dalton Extra*.
- Proactively partner with the AOGU Committee to source editorial, coordinate and produce the *Ascham Old Girls' E-News*, including management of the email list and dispatch.
- Effectively manage the Leadership Scholarship process and assist with AOG scholarships where required.
- Effectively manage the North/North West Scholarship and maintain relationship with North/North West Old Girls Committee.
- Plan and manage the Ascham Old Girls' Union content on the School website to ensure information remains timely, relevant and interesting for the AOGs

- Strategically plan and manage AOG social media channels and digital communications with the support of the Communications team.
- Ensure the AOG data is maintained appropriately with the assistance from the Enrolments and Community Administrator.

Growing Community Engagement

- Proactively seek opportunities to increase community engagement and participation
- Proactively liaise and manage relationships with all stakeholders (including vendors) in relation to community activities.
- Effectively undertake the planning and management of community-wide events including sourcing presenters and speakers, developing and implementing robust communication plans, managing the RSVPs and payment processes.
- Ensure all engagement activities are measured and data is collated and entered into our database for reporting
- Manage the Ascham Alumni Internship Program

Ngara Commitment

- Oversee our Ngara Commitment across the community
- Liaising with the Ngara Council and Ngara Committee to align our approach across our stakeholder groups.
- Support the Ngara Committee in delivering the events throughout National Reconciliation Week
- Developing and nurturing relationships with our First Nation staff, students, families and external partner organisations.

General

- Use professional judgement to solve or escalate problems when there are no clear methods or procedures in place for doing so, including resolving day-to-day issues to ensure the Director of Enrolments and Community workflow operates smoothly.
- Deliver specific objectives as agreed with the Director of Enrolments and Community to achieve the values, goals and strategies of the School.
- Ensure compliance with the School's Code of Conduct and all other internal policies and procedures.

What do you need to succeed?

- Demonstrated excellence in verbal and written communication with the ability to communicate effectively and inclusively with a wide range of people across all Ascham's stakeholder groups - including an ability to write informative reports and engaging news articles.
- Exceptional interpersonal skills and commitment to positive and professional relationships with all stakeholders
- Proven ability to handle financial transactions such as receipt of monies, banking, and reconciliation, as well as budgeting.
- Advanced levels of computer literacy and Microsoft Office 365 applications (SharePoint, Teams, Word, Excel, PowerPoint, Outlook etc).
- Proven advanced data entry, data reporting and managing Humanitix ticketing platform.
- Proven experience in event management
- Proven experience in developing Communication Plans for print, digital and social media channels
- Well-developed time management and organisational skills with the ability to work proactively, autonomously and successfully deliver to deadlines
- A team player and a can-do attitude
- Proven ability to influence others in a diplomatic and discreet manner.

- A valid Working with Children clearance.

Name: _____

Signed: _____

Date: _____