



POSITION DESCRIPTION

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| Title: | Communications Coordinator |
| Department: | Community and Engagement |
| Location: | Senior Campus |

Our Intent

Xavier College aspires to be world-class in all that we do. We strive to form exceptional graduates through inspiring learning experiences and our distinct Jesuit character. The individual is expected to align their actions and leadership with the Intent, our Graduate qualities and the Pillars in the Xavier College Strategic Plan **XC150**.

Our Position

The Communications Coordinator is responsible, through the Community and Engagement Office for the College's communications. This encompasses all publications via both digital and print for an internal and external audience.

The *Communications Coordinator* is engaged across a range of important community stakeholders such as Xavier College Staff and Students, Xavier College Foundation, Parent Associations, Old Xaverians' Association, Affiliate Supporter Groups and various Community Programs.

In this regard, the *Communications Coordinator* offers positive leadership across the campus, supporting the characteristics of Jesuit Education through their manner and personal concern for the care of each individual on the campus and across the broader Xavier family. The *Communications Coordinator* understands their important contribution to the College's Intent and educational mission, and with this, the care and safety of all students in accord with the highest standards of child safety and upholding an exceptional child safe culture at the College.

Core Duties and Responsibilities

The ***Communications Coordinator*** will be directly responsible for:

- The production of the fortnightly College Newsletter (in conjunction with the Campus Secretaries and other Campus Staff)
- The production of Xavier News (currently produced three times per year)
- Assisting the Xaverian Editor in the production of this annual publication
- Assisting the Director of Community and Engagement in formulating the annual Year 12 Performance Brochure
- The generation of all content required for the various publications and brochures for the College, the Xavier College Foundation and other affiliate groups where appropriate
- The role will directly assist the Parent Associations with their communications using the Mailchimp platform
- The generation and subsequent posting of all Xavier College Social Media content across current platforms (FB Instagram and Twitter)
- Management of the Xavier College website

Required Skills

- Writing – must be capable and confident
- Proof reading - must be competent and assiduous
- Videography
- Photography
- Google Analytics
- Website maintenance

Our Xavier Leadership Traits

The *Communications Coordinator* should consistently display effective leadership traits. At Xavier, we identify the value and importance of:

- competence, conscience, compassion and commitment
- those we serve
- respectful, divergent thinking
- ideas and innovation
- leading high standards
- collaboration and collegiality
- openness, trust and ownership
- process, solutions and outcomes
- stewardship and sustainability
- the pursuit of the possible

Our Attitudes and Habits as Educators at Xavier

In alignment with the Ignatian profile of an educator in a Jesuit school, Xavier College has identified complimentary attitudes and habits that are essential attributes for educators at Xavier. The College recognises the power and critical need for individuality and diverse gifts among its members, as well as the similar requirement for an alignment in attitude and habit that are necessary for effective teamwork and alignment.

An educator at Xavier College:

- Demonstrably values competence and skill in the art of teaching or area of service/work, performing at or beyond a 'highly accomplished' level (or equivalent) in the national teaching and leadership standards
- Demonstrates active reflection in personal practice by engaging in and being responsive to professional feedback and conversations that are performance and growth oriented
- Values all aspects of the role equally, seeking to meaningfully attend to tasks through competent commitment that attests to quality outcomes and performance
- Conducts themselves with a clear intent to model and uphold Gospel values and Ignatius' understanding of generosity
- Values solving problems more than identifying them, and the collaborative and creative generation of thoughtful ideas, thereby positively contributing to all areas of College life
- Seeks alignment and collaboration in professional activities, through respectful and empathic conversation and the desire to act for and with others
- Is honest, trustworthy and companionable, acting with integrity in supporting others and treating all with respect
- Works to identify and develop the inner potential, capacity and self-worth of every student and colleague
- Understands and fosters the strategic vision of the College, as well as the holistic view of education in a Jesuit school.

Selection Criteria

- *Demonstrably adept in the required skills (as above)*
- A commitment to working in and contributing to the ethos of a Jesuit school
- Demonstrated ability to act with and foster collaboration and effective teamwork
- The successful candidate will be energetic, passionate and flexible
- Demonstrated knowledge and adherence to child safety, the Child Safe Standards and the provision of an exceptional culture of child safety
- Well-developed people management skills coupled with positive communication and interpersonal skills
- Ability to work in a dynamic environment that requires self-direction, team-orientation and the ability to effectively handle pressure in a manner consistent with Ignatian values

Compliance Requirements

- Working with Children Check 'E' card
- Australian Childhood Foundation "Safeguarding Children" online module
- DET Mandatory Reporting and Other Obligations Training (annual update)
- Province Code of Conduct and acceptance of the Code (on appointment)
- First Aid accreditation including CPR, Anaphylaxis, Asthma Management

Other Duties

The nature of the position is such that the *Communications Coordinator* may be required to be available outside normal school hours and be available to attend College events as might be relevant. The *Communications Coordinator* may also be asked to undertake other responsibilities as directed by the Principal or Director of Community and Engagement, in accordance with the needs of the College.

Terms and Conditions

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| Reporting Line: | <i>Communications Coordinator</i> reports through the Deputy Director of Community and Engagement to the Director of Community and Engagement. All staff are responsible to the Principal and Rector |
| Review: | Annual professional review with the Deputy Director Community and Engagement |
| Location: | The position is based at the Senior Campus with some activities required at the Junior Campuses and outside events |

All other terms and conditions as per the Xavier College Enterprise Agreement 2016.