



ROLE DESCRIPTION

COMMUNITY RELATIONS ADMINISTRATOR

1. ROLE PURPOSE

The Community Relations Administrator works as a member of the broader School Administrative Support Staff Team which is inspired by all times by the highest ideals of teamwork, collegiality, integrity and professionalism. The function of the Community Relations Administrator is to assist the Community Relations Manager to manage the effective internal and external community relations, to promote and foster goodwill and communications between the School, its support groups and the broader school community and stakeholders. The role also focusses on providing event management services across Knox Grammar School and its associated entities currently being three combined primary and secondary campuses.

2. ROLE ACCOUNTABILITY

The Community Relations Administrator will assist the Community Relations Manager who is accountable for providing effective internal and external community relations and the seamless management and delivery of events and activities across the School.

3. ROLE RESPONSIBILITIES

Events:

- Assist the Community Relations Manager to organise, manage and lead the Knox Parents' Association's (KPA) major annual fundraising events, including Gala Day, Spring Festival and the Christmas Markets.
 - Assist the Community Relations Manager in the administration of the other "friend-raising" events, functions and activities of the KPA and Parent Support Groups including Knox at Home, Morning Teas, Suppers and other parent networking functions.
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- Assist in the administration and successful implementation of all community event production and functions across the School including Anzac Day, Council Dinner, Valedictory Dinner, Volunteer Thank You Function, Presentation Days and any ad hoc events that may arise.
 - Source, manage and negotiate favourable terms with external vendors and suppliers for all community events.
 - Assist in the development of effective communication links across the School.
 - Carry out any other duties which may be reasonably associated with this role.
 - The Community Relations Administrator will be responsible for booking of the Chapel, holiday camps, Boarding Facility Hire and a number of areas in development.

Communication / Networking/ Relationships:

- Handle confidential situations and materials with discretion and sensitivity.
- Strong advocate of fostering community spirit internally and externally.
- Work effectively with other departments to maintain positive, ongoing and productive relationships.
- Understand the nature of the competing event priorities of the School and assist the management and the coordination of formal and informal events accordingly.
- Develop, and proactively nurture and maintain all relationships that could lead to Community Relations opportunities.
- Work closely with members of the Communications Team to ensure all community events, functions and activities are promoted and marketed effectively.

4. ESSENTIAL CRITERIA

- A self-motivated strategic thinker with demonstrated ability to assist in the management of projects with minimal supervision.
 - Ability to assist with large-scale events with a demonstrated ability to remain calm under pressure and problem solve on the spot.
 - Demonstrated ability to coordinate and manage a diverse range of events and activities to a high standard of presentation and delivery.
 - Emotionally mature with a good sense of humour and the flexibility and sensitivity to work with diverse personalities and situations.
 - Well-developed conflict resolution and negotiation skills.
 - Excellent written and verbal communication skills.
 - Excellent interpersonal skills.
 - A proactive, energetic person with excellent work ethic and a willingness to be hands-on in assisting with the developing and implementing a wide variety of community relations activities.
 - Experience in sourcing, managing and negotiating best available terms with vendors and external suppliers.
 - Strong organisational skills and proven ability to manage time and prioritise conflicting work schedules, deadlines and changing priorities.
 - Meticulous attention to detail.
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5. WORK HEALTH & SAFETY

The incumbent will actively support and contribute to the maintenance and development of a safe working environment by:

- reporting incidents or accidents to the appropriate staff as soon as possible
- working within the WHS management systems that have been adopted by the School

6. LENGTH OF TENURE

The Community Relations Administrator is an ongoing appointment. As with all school staff, the role will undergo regular processes of appraisal.

7. REPORTING LINES

The Community Relations Administrator reports to the Community Relations Manager. As with all School employees is ultimately responsible to the Headmaster.

8. REMUNERATION

The Community Relations Administrator will receive the appropriate level of pay in line with the Multi-Enterprise Agreement. Superannuation in line with the regulatory requirements to be paid by the School in addition to salary.

*Please note: All staff are subject to mandatory screening procedures in line with Child Protection Legislation
A current Working With Children Check is required prior to employment.*