



KNOX GRAMMAR SCHOOL

ROLE DESCRIPTION MEMBERSHIP ENGAGEMENT AND COMMUNICATIONS MANAGER - OKGA

ROLE PURPOSE

The Old Knox Grammarians' Association (OKGA) is one of Australia's largest and most active alumni networks, with more than 12,000 members of all ages, from all walks of life and from across the globe. It is an independent incorporated association which maintains a strong and integral relationship with Knox Grammar.

The Membership Engagement and Communications Manager will be responsible for:

- Creating and implementing a long-term engagement plan which includes consistent and effective communication, engagement, and participation in alumni network and community building activities and supporting an inclusive alumni. This will include the creation and delivery of high quality communication content across various communication channels, including email, web, and social media; and the creation and management of alumni events, including reunions and other special events; and
- Administrative work in providing planning, facilitation, and development services including the maintenance of the alumni CRM database and overarching administrative support to the Director of Alumni Relations and the OKGA Office

ROLE RESPONSIBILITIES

The Membership Engagement and Communications Manager will be required to build and maintain a range of communications channels on behalf of the OKGA, create channel specific content, organise and coordinate functions and special events, as well as administering the processes and procedures of the Association.

Reporting into the Director of Alumni Relations, the role will also work with a committed OKGA Management Committee and a number of sub-committees to achieve the following:

Communication/Engagement:

- Develop and coordinate content for a range of communication channels, including digital media, the e-newsletter, half-yearly publication (The Thistle), and a range of other media.
- Source, write and edit alumni news and material for use in OKGA and Knox publications.
- Build strategies for expanding the use of digital communication channels among OKGA members.
- Deliver community engagement strategies and drive the planning and coordination of regular engagement activities, oversee management and delivery of engagement programs which deepen connections within the community and ensure the success and sustainability of the alumni relations.
- Coordinate and deliver all OKGA events and functions throughout the year, including managing the yearly events calendar, liaising with event organising committees, coordinating event production, facilitate payments to suppliers and from attendees, and researching opportunities for improvement to existing events, and creation of new events.

Administration:

- Oversee the management of the OKGA database, and ensure data entry is completed in a timely and accurate manner. Develop strategies to ensure data is collected frequently to maintain integrity and value of database.
- Provide secretariat support for the OKGA Executive Committee, including facilitation of board papers, committee minutes and management of the AGM.
- Support management of financial administration within OKGA office at the discretion of the Director of Alumni Relations.
- Maintain recordkeeping and document storage processes and systems to ensure OKGA records are maintained.
- Develop strategies to enhance the OKGA merchandise program, and ensure merchandise stock is maintained.

Key Skills & Criteria

- Demonstrated ability to develop and execute content creation;
- Experience in website management and social media management across relevant media platforms (FB, Twitter, LinkedIn and YouTube)
- Demonstrated experience in event planning and management;
- Experience in database or CRM management.
- Excellent written and verbal communication skills, with strong attention to detail and an ability to plan and meet deadlines.
- Ability to build strong networks and relationships.
- Proficiency in Microsoft Office suite
- Comfortable in a fast-paced environment with proven ability to prioritise simultaneous projects.
- Graphic design and video creation/editing capabilities desirable.

ROLE STRUCTURE

The Membership Engagement and Communications Manager will report to the Director of Alumni Relations.

LENGTH OF TENURE

The incumbent is appointed on a permanent, full-time ongoing basis, following the successful completion of a six month probationary period.

APPRAISAL/REVIEW CONDITIONS

The appointee to this position will be required to undergo a yearly appraisal process with the Director of Alumni Relations and President of the OKGA.

WORKPLACE HEALTH AND SAFETY (WH&S)

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.
- Reporting any near miss incidents to the appropriate staff as soon as possible.
- Working within the WHS management systems that have been adopted by the School.

TERMS AND CONDITIONS

The incumbent is required to work 48 weeks per year with four weeks annual leave. Annual leave will be taken at agreed mutually convenient periods throughout the year. The ordinary average hours of work (exclusive of meal breaks) shall be 38 hours per week, although there may be times when hours will fluctuate due to cyclical demands and specific operational requirements.

SALARY

Remuneration for the position will be commensurate with qualifications, skills and experience. Superannuation Guarantee at the legislative rate will be paid in addition to salary.

PLEASE ADDRESS EACH OF THE CRITERIA IN YOUR APPLICATION.

Please note:

All staff are subject to mandatory screening procedures in line with Child Protection Legislation and will be required to hold a current Working With Children Check.