



# MLC

## Methodist Ladies' College Position Description

<b>Position:</b>	Community Engagement Coordinator, Advancement
<b>Reporting to:</b>	Director of Advancement
<b>Department:</b>	Advancement
<b>Date:</b>	January 2022

### **Primary Purpose**

The Community Engagement Coordinator, Advancement is a key member of the Advancement team, providing support in the coordination and delivery of programs and events across the College, with particular emphasis on the parent community, including the Parents' Association.

### **Position in context:**

Methodist Ladies' College is one of Australia's most respected and innovative schools, with over 2,200 students from our Early Learning Centre (MLC Kindle) to Year 12, including international students and boarders. It has a diverse community, including more than 32,000 alumnae, approximately 1,800 current families and many hundreds of friends of the College.

The Advancement Office seeks to advance the College through friends and funds. It supports and works with the MLC Foundation, Old Collegians and Parents' Association in their activities, programs and events in order to build a connected, informed, and well-engaged MLC Community. The Office manages all College fundraising activities including community and regular giving, bequests, major gifts and campaigns and ongoing stewardship, ensuring that all programs meet the high standards and brand expectations of MLC. The team works to build and nurture a culture of philanthropy within the MLC Community. The Office also manages the College's archival collection.

The Community Engagement Coordinator reports directly to the Director of Advancement and works to develop and implement a diverse friend-raising and outreach program with the College's parent body, the Parents' Association and associated entities in order to build and sustain positive community relations within MLC. This position interacts with all members of the Advancement team.

## **Key Contacts**

### **Reports to:**

Director of Advancement

### **Internal**

Director of Advancement

Associate Director, Advancement

Advancement team members

MLC staff as relevant

### **External**

MLC Parents

MLC Parents' Association

External providers as required

## **Major Duties and Responsibilities:**

- To provide a central co-ordinating point and key link between the College and current parent community and past parent community
- To work collaboratively to plan, deliver and evaluate a range of events, activities and programs that build and support positive relationships and a strong connection with MLC parents and past parents
- To oversee the planning and management of activities, events and programs held across the College to support key volunteer groups
- Together with the Director of Advancement, to lead, manage and support the planning of a balanced program and key dates for Parents' Association events in consultation with the parent community and relevant College staff
- To support the efficient operations of the Advancement Office through communications, administration and other duties as required and deliver exemplary customer service to parent stakeholders in all facets of planning and delivery of events and programs
- Together with the Director of Advancement, and in consultation with the Parents' Association, to develop, implement and monitor guidelines and protocols regarding school-supported parent events
- To oversee and coordinate the delivery of programs and events that support parent volunteering
- To use MLC templates and systems to streamline parent event planning and administration
- To support, coordinate and deliver where relevant, key College events i.e. Senior School Social and Formal and Careers Showcase, and other whole-of-College programs
- To develop, nurture and grow strong links with volunteer numbers in relevant interest groups
- To ensure that events and activities are in line with the relevant government advice in relation to Covid 19 or other protocols
- To ensure that parents are aware of the relevant College policies and protocols in relation to child safety and volunteering
- To assist volunteers as required to meet any licensing and reporting obligations (ie. liquor & gaming licences, Incorporated Association obligations – submission of financial reports and committee details to CAV & ACNC)

- To be a collaborative team member, including the reporting and sharing of relevant information with the Director of Advancement and Associate Director, Advancement, in relation to members of the MLC Community who may have an interest in and/or potential to support the College philanthropically through gifts and bequests.
- Adherence to all College policies and demonstration of behaviours in accordance with the Child Safe Standards.

This position description outlines the major duties and responsibilities relevant to this role. This list is not exhaustive and it is expected that specific tasks and functions may change from time-to-time in line with the College's operational requirements.

**Some weekend and evening work will be required in relation to various aspects associated with this position.**

**Person Specification:**

***Essential Criteria (skills, knowledge, qualifications, experience)***

- High level communication and interpersonal skills to interact with a wide range of people and build strong relationships
- Previous experience working with communities in an educational setting
- Diplomatic and tactful, with good negotiation and conflict management skills
- The ability to prioritise competing and multiple demands
- High level organisational, time and project management skills
- Previous experience working with volunteers and stakeholders groups
- Ability to work both independently and co-operatively as a member of a team
- Demonstrated experience working in an administrative environment
- Discretion and reliability for confidentiality in the conduct of business
- Demonstrated ability to think creatively and strategically.
- Advanced skills in MS Word, MS Excel, Email (Outlook) etc.

MLC performs thorough assessments of potential and existing employees. The assessments will be used to ascertain whether the potential or existing employee is a fit and proper person to be trusted to work in a school environment and in the position applied for or held. The screening process includes, but is not limited to, Criminal Records Checks and Working with Children Checks.

***MLC's commitment to child safety***

*MLC is committed to the safety, participation and empowerment of all children. All members of our community, including employees, contractors, agency staff and volunteers, have an important role in providing students with a safe and nurturing environment in which to prosper and thrive. MLC has zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently within our policies and procedures.*

*MLC is committed to preventing child abuse through identifying risks early and removing and reducing these risks. We have robust human resources and recruitment practices, supported by regular training and development.*

*We support and respect all children, as well as all members of our community. We are committed to the cultural safety of Aboriginal students, the cultural safety of children from a culturally and/or linguistically diverse background, and to providing a safe environment for children with a disability.*

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