



POSITION DESCRIPTION

COLLEGE VISION:

In Christ, partnering with families in providing excellent academic and practical education, preparing students to act justly, love mercy and walk humbly before God.



POSITION TITLE: Community Relations Officer 2024 – Full-time or Part-time

EMPLOYMENT CLASSIFICATION:

Community Relations Officer

REPORTS TO:

Principal

POSITIONS REPORTING TO THIS ROLE:

Social Media Officer
Community Events Planner

AGREEMENT/AWARD:

Teaching Staff Multi-Enterprise Agreement 2024

COMMENCEMENT LEVEL:

Level 4 Step 1 (depending on experience)

THE COLLEGE

Wagga Wagga Christian College is seeking a dynamic and passionate dedicated Christian Community Relations Officer with a unique opportunity for a fulltime or part-time position commencing in Term 1, 2024.

The College is governed by a Board of Directors and is associated with Christian Education National.

THE ROLE

The Community Relations Officer plays a vital role in fostering positive relationships between the College, students, parents, and the broader community. This position involves engaging with various stakeholders and promoting a positive image of the school within the community. The Community Relations Officer acts as a liaison between the school and external entities, ensuring effective communication and collaboration.

Responsibilities:

- Lead Community Relations Team
- Oversee marketing, promotional activities and administration support of Community Team
- Coordinate promotional external and internal communications
- Organisation and promotion of events which consistently promote the College's vision and distinctive and are consistent with the College's target markets

- Organisation of the College yearbook
- Promote the growth and connection across the current College community – students, families, staff and past students
- Facilitate regular College Prayer events as appropriate
- Coordination of support for families
- Develop and nurture Class Parent Representatives
- Organisation of parent helpers and working bees for College events
- Facilitate and coordinate specific fundraising events endorsed by College
- Undertake and organise fundraising activities on behalf of the College
- Coordinate recurring fixtures in the College calendar; including College Open Event
- Coordinate other events as needed
- Organisation of hospitality and welcome stations across College
- Organisation of staff morning teas and other events
- Communication at all levels
- Work as a team member
- Assist others as required and appropriate
- Work in conjunction with Executive and Administrative staff on events, promotions and communication
- Report unsafe work practices, incidents, hazards and near misses as per the guidelines in the [Work Health and Safety Act 2011](#)
- Participate in emergency and evacuation procedures as directed by the Principal
- When required, administer first aid to students within the guidelines of the College Health Care policy and procedures.

Selection Criteria:

- An active Christian faith in line with the College's Statement of Faith, and current involvement in a church community
- Possess a current NSW Working With Children Check
- First Aid qualified (this role requires completion of a current first aid certificate) or willingness to undertake this.
- Have the legal right to work in Australia

To Apply:

To apply for this position, please submit the application form.

Applications should be addressed to the College's HR Officer, Melissa Hubbard and emailed to m.hubbard@wwcc.nsw.edu.au.

Applications for this position will close on Wednesday 7 February 2024.

This Position Description details the Role and other duties which may be assigned and will reflect the skill and experience level of the individual.

I have read and understood the above Position Description.

Signed _____

Dated ____/____/____