



St Margaret's College

Balanced foundations, bright futures.

Position	St Margaret's College Old Girls' Association Co-ordinator and Database Administrator
Location	Christchurch
Employee Name	
Reports to	Director of Community Relations and St Margaret's College Old Girls' Association (SMCOGA) President (a functioning relation with the president rather than a direct report)
Relationships	<ul style="list-style-type: none">• SMCOGA President and Committee members• Executive Principal• Community Relations team• Catering and Housekeeping
Revision Date	July 2022

Our Vision

St Margaret's College offers a unique education for girls from Year 1 through to Year 13 for boarding and day girls. We have a dual pathway with NCEA and the International Baccalaureate Diploma programme and a strong emphasis on wellbeing and pastoral care as well as academic success. With a commitment to holistic education, balancing academic excellence with a multitude of co-curricular opportunities, St Margaret's College encourages students and staff to discover their passions and be the very best they can be.

A St Margaret's College education is founded on Anglican values with a focus on service and wellbeing and offered within a modern school environment promoting diversity, innovation, and sustainability. Each student is set up for success, joining a global alumni network of wāhine toa with the courage to embrace change, the confidence to lead, the desire to learn, and the drive to make a positive impact on the world.

Purpose of the Role:

The key purpose of the SMCOGA Co-Ordinator is to support the SMCOGA Committee in the fulfilment of its mission in nurturing connections – past, present and future. In conjunction with the SMCOGA Committee, they will deliver strategic, friendly and engaging events, designed to develop life-long relationships with this community in support of St Margaret's. This role also provides administrative support to the SMCOGA Committee, and maintains a database to ensure that all relevant information is captured and utilised to the advantage of the School and SMCOGA.

The SMCOGA Co-Ordinator forms a key part of the Community Relations team and will work closely with all team members.

Key Accountabilities / Responsibilities <i>(What is to be achieved)</i>	Key Tasks <i>(How is it achieved)</i>
Stakeholder Engagement.	<ul style="list-style-type: none">• Liaison with key stakeholder SMCOGA represented by the SMCOGA Committee.• Liaison with external stakeholders including Old Girls, current and past parents, friends of the College and members of the general public that assists with the delivery of SMCOGA events and projects, to ensure they are delivered in a professional manner.• Liaison with internal stakeholders including College staff and students that assists with the delivery of events and projects to ensure they are delivered in a timely and professional manner.• Providing a monthly report to the SMCOGA Committee to be distributed with the meeting documents for the SMCOGA Committee meeting monthly.• Provide information to the SMCOGA Committee to assist the committee in decision making and implement decisions made by the SMCOGA Committee.• Organise a meeting (either by phone or in person) with the President of SMCOGA one week prior to each SMCOGA Committee Meeting to provide an update on activities of the SMCOGA and to discuss topics which will be discussed at the Committee meeting.• Effective management of social media platforms, specially Facebook. Is responsible for sourcing and posting engaging articles, videos, and imagery for social media, the school website and articles in Evergreen magazine.• Old Girls are included and supported by the College. All stakeholders feel valued and welcomed.

<p>Event management</p>	<ul style="list-style-type: none"> • All SMCOGA events and functions are calendared and communicated to all relevant stakeholders in a timely manner and are professionally and effectively co-ordinated and delivered. In particular, the role is responsible for the logistical organisation of events to ensure their smooth running, such as: <ul style="list-style-type: none"> • Old girls Golf • Cranmer Assembly • Auckland, Wellington, Dunedin and Christchurch Margaritas Drinks (with Christs College) • Time Capsule opening • Cranmer Lunch • Old Girls Bridge • Cranmer Chapel • Reunion weekend • Leavers Ball • Detailed plans for events are presented to the SMCOGA Committee for discussion well in advance of the events and decisions are sought on key aspects relating to events including – event duration, venue, theme, supplier partners and costs, invitees, dates etc. • Set up a roster for SMCOGA Committee members to volunteer to represent the SMCOGA at events at least one month prior to each event and provide committee members attending an event with a run sheet 1 week before the event. • The role is expected to attend all local events. Committee members will attend out of town events, however if this is not possible the role may be required to attend some of these events. Therefore some evening and weekend work will be required as part of the role.
<p>Administration</p>	<ul style="list-style-type: none"> • SMCOGA administrative tasks including but not limited to: <ul style="list-style-type: none"> • newsletters • mailouts • coordination of print and online communications • generating reports • invoicing • coordination of meetings • travel and other duties as necessary is well managed and completed in a timely manner • College and SMCOGA brands are maintained and valued. • Information from SMCOGA meetings, events, mailouts, print and online forms is added to the databases accurately and in a timely manner .

	<ul style="list-style-type: none"> • Liaison with all relevant parties to ensure new information they have gathered from meetings, events and activities is added to the database accurately and in a timely manner. • Liaison with Archivist to ensure visibility and regular showcasing at events of Old Girls' memorabilia and history, both in physical and digital form. • Arrange monthly meeting committee meetings, take and deliver meeting and minutes. Arrange AGM and relevant paperwork, including taking and delivering meeting minutes.
Database	<ul style="list-style-type: none"> • Databases are well managed, up to date, easy to access and useful and effective for the development of SMCOGA and Community Relations initiatives and activities. • Data from meetings, events, mailouts, print and online forms is added to the databases accurately and in a timely manner. • Trybooking is employed effectively for events, with accurate changes made to the database registration information. • Liaison with all relevant parties to ensure new information they have gathered from meetings, events and activities is added to the database accurately and in a timely manner. • Ability to manipulate data for specific criteria and targeting of groups and prospects. • Generate mailing lists for distribution of Evergreen magazine.
Communication	<ul style="list-style-type: none"> • All communication is made in a timely and professional manner.
Other Duties	<ul style="list-style-type: none"> • Any other duties as reasonably required by the Director of Community Relations and SMCOGA committee.

PERSON SPECIFICATION

Core Behaviors	<p>Teamwork – identifies opportunities and takes action to build operational relationships between the school or teams to help achieve shared goals.</p> <p>Results focused – sets challenging goals for self and understands performance expectations.</p> <p>Effective Communication – understands and communicates their role and message to the wider organisation.</p>
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	<p>Team player – Relates well to people and is personable with a keen sense of humor, remaining calm and approachable. A readiness to support and promote the vision and values of the school.</p> <p>Resilience - able to think logically and multi-task in time-critical and stressful situations.</p> <p>People focused – have a natural empathy for people of all generations and an ability to listen and engage at every level.</p>
<p>Core Qualifications, technical skills, knowledge, and ability</p>	<ul style="list-style-type: none"> • Strong ICT competency and understanding • Competency in all administrative tasks <ul style="list-style-type: none"> • Competent typing skills • Meeting minute taking • Database management and administration • Advanced Microsoft Office skills, particularly in MS Excel • A strong attention to detail and accuracy • Previous event management experience • Demonstrated commercial values partnered with empathic ability.

ST MARGARET’S COLLEGE EXPECTATIONS

To perform the responsibilities listed above and achieve success in your role, you will demonstrate the following behaviours that link to our values of “Educating Young Women to Live and Lead”.

- Work positively with colleagues to achieve goals, share experience, and actively seek and offer help.
- Develop and maintain strong working relationships across the organisation, which inspires people to believe that what they do makes a difference.
- Proactively assess, challenge, and formulate solutions to enable the smooth and effective running of the school.
- Actively demonstrate professionalism throughout the organisation and industry and be a credible and trustworthy person who holds the respect and loyalty of all stakeholders.
- Have tenacity in pursuing goals and ensuring they are aligned with the school’s objectives

POLICIES AND PROCEDURES

St Margaret's College has developed policies and procedures to guide employees' behaviour in respect to a variety of employment-related matters. It is an obligation of your employment with St Margaret's College that you adhere to these policies and procedures. All employees have access to these policies and procedures in the staff handbook.

EMPLOYEE DECLARATION

I have read, understood, and agree to abide by this Position Description at all times.

Employee Signature:

Date:
