



## Position Description

<b>Position name</b>	Community Relations Coordinator
<b>Position reports to</b>	Director of Community Relations
<b>Tenure</b>	Permanent, full time
<b>Date</b>	May 2024

### About St Margaret's

St Margaret's College offers a unique education for girls from Year 0 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.

### Our Vision

To create empathetic, confident and connected global citizens who value personal excellence and strive to make a positive difference.

### Our Purpose

Empowering girls to learn, live and lead.

### Our Values

Integrity – Kia pono, Excellence – Kia kairangi, Resilience – Kia manawaroa, Equality – Kia tōkeke, Higher purpose - Te pūtake

### Purpose of the position

Working as part of SMC's Community Relations team, this role assists with the coordination of activities to engage the College's extensive community of students, parents past, present and future, Old Girls and staff. This role involves some evening work during term time in support of College events.

**Direct reports:** 0

## Key Accountabilities

Accountability	Expected deliverables
Communications Support	<ul style="list-style-type: none"> <li>• Social media management, including using social media management software SproutSocial, to include basic photography and graphic design.</li> <li>• Management of College communications channels, including website, photo sharing software and community portal.</li> <li>• Directing and managing content for the Yearbook, working with the College's graphic designer.</li> <li>• Executing the distribution of College-wide communications sent via email, text message and app alerts.</li> <li>• Management of mailing and advertising for College publications including our community magazine Evergreen.</li> </ul>
Events Coordination and support	<ul style="list-style-type: none"> <li>• Working with the Director of Community Relations on preparations for major community events including Open Day, Parents and Friends' events, staff long service celebrations and Open Day, including the preparation of run sheets and health and safety plans.</li> <li>• On the day support for community events.</li> <li>• Acting as an ambassador for SMC at all times.</li> </ul>
Facilities Administration	<ul style="list-style-type: none"> <li>• Using the College's booking software, Priava, booking College facilities for internal events, ensuring SMC students and staff have been given due consideration before facilities are booked by external parties.</li> <li>• Preparing reports for the fortnightly facilities meeting, and ensuring that the Community Relations, IT, Catering and Property teams are fully briefed on upcoming event requirements.</li> </ul>
General administrative duties	<ul style="list-style-type: none"> <li>• Assistance with the preparation of presentation materials and data for community events and leadership meetings.</li> <li>• Assistance with the preparation of agendas and minutes for the twice-termly Parents and Friends Association meeting.</li> <li>• Management of merchandise, promotional gifts and stationery, including research and developing supplier relationships.</li> </ul>
Being part of the St Margaret's team	<ul style="list-style-type: none"> <li>• Actively, collaboratively and positively participate as a member of the team.</li> <li>• Proactively look for opportunities to improve processes.</li> <li>• Perform any other duties as reasonably required by the Director Community Relations.</li> <li>• Understand and adhere to all St Margaret College procedures, policies, guidelines, and standards of integrity and conduct.</li> <li>• Comply with and support all health and safety policies, guidelines and initiatives.</li> <li>• Ensure all incidents, injuries and near misses are reported into PeopleSafe.</li> </ul>

## **Functional Relationships**

- Director of Community Relations
- Community Relations team
- Catering team
- Property management team
- All other College staff as required
- External clients and providers

## **Qualifications, Experience and Attributes**

- Competent database and administrative skills.
- Understanding of generating reports within a database.
- Experience working in a team environment.
- Ability to multi-task with a flexible approach.
- A service-orientated team member who is able to establish and maintain effective working relationships within the College.
- Ability to think on their feet, show initiative and be solutions-oriented.
- Highly organised in order to achieve positive outcomes.
- An eye for detail.
- High level of integrity and interpersonal skills.