

DESIGN & COMMUNICATIONS OFFICER

Our Lady of Mercy College Heidelberg is a Catholic secondary school for girls and a Ministry of Mercy Education Ltd.

We are seeking an experienced, dynamic, creative and self-directed person for the position of **Design and Communications Officer**.

The successful applicant will be suitably qualified, highly motivated, results driven and will be passionate about working in a school environment.

Start date: 13 April 2026

Terms: Ongoing, part time 0.5 – 0.6 FTE negotiable

Salary and conditions are in accordance with the Catholic Education Multi Employer Agreement 2022, Category C, Level 3 position, dependent upon qualifications and experience.

Applications Close: 8am, 1 April 2026.

How to apply: Refer to <https://www.olmc.vic.edu.au/employment/employment-opportunities> for the position description, application instructions and information about the College. Email submissions with the following *four* attachments to applications@olmc.vic.edu.au:

1. The OLMC Employment Application form
2. A cover letter, addressed to Judith Weir, Principal
3. A curriculum vitae
4. A response to the Selection Criteria outlined in the Position Description

Applications submitted without the required documents will be ineligible for consideration.

All candidates must provide evidence of having the right to live and work in Australia, must hold or be willing to acquire an approved Working with Children Check and undergo a National Police Record Check. If shortlisted, two to three referees will be required, one being the current employer.

Our school community promotes the safety, wellbeing and inclusion of all students.

OLMC | Heidelberg. Our Lady of Mercy College
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