

COMMUNITY DEVELOPMENT COORDINATOR

The Community Development Coordinator is appointed by the Principal and is accountable to the Head of Marketing and Development.

The Community Development Coordinator works collaboratively with OLMC staff and wider community groups to promote the school and coordinate College events. They are a member of a highly professional administration team.

The Community Development Coordinator takes on a role based on a model of Christian service. She/he derives authority from the Principal and is empowered and expected to participate in the implementation of the College Vision and be guided by the College values of compassion, justice, courage and joy.

KEY AREAS OF RESPONSIBILITY

Leadership of Principal's Office Events

With the Principal, the Community Development Coordinator will be responsible for the organisation of large scale College community based events including the booking of facilities, organisation of catering, promotion and ticketing of such events including but not limited to:

- Annual High Tea event
- Year 12 Graduation
- Whole staff gatherings

Community Relations

- Maintain the ongoing relationship with the Exodus Community in West Heidelberg to continue the commitment of OLMC through the management and organisation of:
 - Fortnightly dinners
 - Christmas Hampers
 - Christmas luncheon
- Develop relationships with local businesses and appropriate community associations
- Collaborate with College staff, in particular the Head of Faith and Mission and the Social Justice Coordinator to coordinate student involvement in local community events and initiatives
- Maintain a database of local and community organisations that support the College in its work or fundraising activities.

Parents Association

- Be a college representative on the OLMC Parent's Association, support the executive in the planning, organisation and presentation of community-based events.
- Liaise with the Parents Association and assist with events and activities
- Assist and attend College events that promote the profile of the College in the local community

Past Pupils' Liaison

- Along with the Head of Marketing and Development provide opportunities for alumni to gather at OLMC as appropriate.
- Meet with the Past Pupil's Association and provide advice and support for the organisation of events.
- Attend Past Pupils Meetings

Events Management

- Plan and support designated events which promote the College
- Booking of facilities
- Organisation of catering- food, beverages, staff and/or student/parent support
- Ensuring that guests have appropriate access to parking
- Ensuring invited guests are greeted and escorted to venue as appropriate
- Organise the cleaning of the facilities before and after the event
- Liaise with the AV support team to organise appropriate sound and visual needs
- Liaise with Principal's EA

Maintenance of Facilities and Resources

- Record and manage all external bookings of MHT, Lecture Theatre, Hall and Nalleijerring Centre
- Communicate with cleaners regarding maintenance, audio visual personnel regarding hiring/management of equipment, staff and the general public regarding storage, maintenance and use of props, sets and costumes
- Work with the Finance Office regarding fees and billings for the use of College venues.

Fundraising

- Liaise with fundraising sponsors and donors
- Manage list of fundraising recipients in conjunction with the Head of Faith & Mission
- Manage list of donors to the College Building Fund.

Professional Practice

- Identify efficiencies and innovative practices to support College staff
- Attend training programs and whole staff meetings as required
- Participate in annual performance reviews.

Child Safety

- Be familiar with and comply with the College student-safe policy and code of conduct, and any other policies or procedures relating to student safety
- Provide students with a child-safe environment and proactively monitor and support student wellbeing.

No position description can be entirely comprehensive and the incumbent will be expected to carry out other duties that may be required from time to time and are broadly consistent with the position description and the status of the post within the College.

This position involves significant after hours work which is compensated in line with the Catholic Education Multi Employee Agreement 2022.

ACCOUNTABILITY

Reports to: Principal

Internal liaisons: Business Manager, Marketing & Community Development team, Parents Association, Past Pupils Association, students and parents

External liaisons: Exodus Community Leaders, local community organisations, local businesses, other schools

CONDITIONS

All conditions are in accordance with the Catholic Education Multi Employer Agreement 2022 and OLMC's employment policies. This is an Education Support Officer (ESO) Category A Level 3 position.

Break: Half an hour for lunch

Annual Leave: Four weeks annual leave

Note: This role involves a high number of out of hours events. In line with the Catholic Education Multi Employer Agreement 2022, any out of hours work will attract Time In Lieu. Time accrued may be taken in addition to or in conjunction with annual leave subject to approval.

Category A ESOs would normally be expected to take their annual leave during the school holidays in two or three blocks (i.e. 1 week in the 2nd and/or 3rd term holidays and the balance during the Christmas holidays).

Date: October 2025