



DESIGN & COMMUNICATIONS OFFICER

The Design and Communications Officer is appointed by and directly accountable to the Leader Marketing and Development.

The Design and Communications Officer 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 RESPONSIBILITY AREAS

College Publications and Communications

- Design and produce print and online publications and marketing materials for the College, ensuring all materials are consistent with brand style guidelines including:
 - biannual magazine
 - prospectus
 - advertising
 - social media content
 - videos and animations
 - infographics
 - flyers, brochures, booklets and other materials to support events and activities at the College.
- Manage the design and publication process for the College yearbook, including leading the student editorial team.
- Manage and update the College social media accounts in collaboration with the Leader of Marketing and Development (e.g. Facebook, Instagram, LinkedIn)
- Assist with maintaining content on the College website and websites for incoming Year 7 students.
- Assist with the management of Pixevety – photo storage and management application
- Contribute as a member of the Marketing, Enrolments and Development Team, participating in the development of the communication and marketing strategy.
- Liaise with teaching staff to remain abreast of College activities for social media.
- Collaborate with key staff about the design of materials promoting school events or programs.

Professional practice

- Identify efficiencies and innovative practices for the Marketing, Enrolments and Development Team and the wider school office.
- Attend training programs, as required.
- Participate in annual performance reviews.

Child Safety

- Be familiar with and comply with the College child 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
- Hold a current Working With Children Check and an approved National Police Check.

No position description can be entirely comprehensive. The Design and Communications Officer will be expected to carry out other duties from time to time that are broadly consistent with the position description.

ACCOUNTABILITY

Reports to: Leader of Marketing and Development
Internal liaisons: College Registrar, Community Development Coordinator, Leader of Marketing and Development, teaching staff, ICT staff, other College staff
External liaisons: Web developers, training providers

CONDITIONS

Conditions are as per the Catholic Education Multi Enterprise Agreement 2022. This is a Category C Level 3 Education Support Employee position.

Hours of Work: 0.5FTE (19 hours per week) to 0.6 (23 hours per week)

Break: Half an hour for lunch (unpaid)

Annual Leave: Seven weeks annual leave. Note: Category C ESOs would normally be expected to take their leave during school holidays.

KEY SELECTION CRITERIA

1. Highly motivated, creative and driven person with qualifications in either marketing/communications, graphic design or equivalent area of expertise.
2. Experience working in creative or educational marketing roles an advantage
3. Experience using the Adobe Creative Suite, including Photoshop, InDesign and Illustrator.
4. Experience working with a range of business systems.
5. Highly developed communication and interpersonal skills and demonstrated experience in working with a range of stakeholders.
6. Excellent organisational skills and the ability to be flexible, proactive and resourceful.
7. Ability to build and maintain relationships with external organisations.
8. Ability to work independently as well as being an integral part of the school community and appropriate teams.
9. Must hold a current Working with Children's Check and an approved National Police Check.

Desirable: Experience with video editing software.

Date: March 2026