

COMMUNITY DEVELOPMENT COORDINATOR

The Community Development Coordinator is appointed by the Principal. The role sits within the Marketing and Community Development team and is accountable to the Head of Community Engagement & Marketing.

As a Mercy school, OLMC embodies hospitality as a core charism. Events strengthen community engagement, uphold the values and high standards that the College holds itself accountable to and creates positive experiences for attendees.

The primary responsibility of this role is to lead and collaborate with OLMC staff, stakeholders and external groups to arrange College events. Events take place at the College and at external venues and the role requires flexibility to work outside standard hours including, occasional evenings and weekends.

The Community Development Coordinator is a member of a highly professional administration team and 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

Events

- With the Principal, organise large-scale College and community-based functions. Refer to Appendix for a list of key events and responsibilities
- Support OLMC staff as they lead the coordination of events related to their relevant areas

Community Relations

- Maintain the relationship with the Exodus Community in West Heidelberg
- Be responsible for the below functions. Refer to Appendix for further information:
 - Fortnightly dinners with Exodus Families
 - Christmas Hampers
 - Christmas Luncheon
- Collaborate with the Head of Faith and Mission and the Social Justice Coordinator to coordinate student involvement in local community events and initiatives
- Develop and maintain relationships with local businesses and appropriate community associations
- Maintain a database of local organisations that support the College in its work or fundraising activities.

Parents Association

- Be a representative on the OLMC Parent's Association
- Support the executive in the planning of community-based events.
- Attend events that promote the profile of the College in the local community. Refer to Appendix for attendance requirements

Past Pupils' Liaison

- Attend Past Pupils Meetings to facilitate the organisation of reunions and gatherings at OLMC

Maintenance of Facilities and Resources

- Manage all external bookings of Mercedes Hogan Theatre, Lecture Theatre, McAuley Hall and Nalleijerring Centre
- Communicate with
 - OLMC maintenance staff regarding cleaners
 - audio visual personnel regarding hiring/management of equipment
 - staff and the general public regarding storage, props, sets and costumes
- Liaise with the Finance Office regarding accounts 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

- 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 that are broadly consistent with the status of the post within the College.

ACCOUNTABILITY

Reports to: Principal and Head of Community Engagement & Marketing

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 a full time Education Support Officer (ESO) Category A Level 3 position.

Break: Half an hour for lunch

Annual Leave: Four weeks annual leave

In line with the Catholic Education Multi Employer Agreement 2022, all out of hours work will attract Time In Lieu. Time accrued may be taken in addition to 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).

KEY SELECTION CRITERIA

- High level of initiative with the ability to make professional judgements in solving complex problems when there are no clear procedures in place
- Highly developed written and verbal communication skills
- Willingness to work flexibly; including occasional evenings and weekends
- Strong organisational skills, particularly in managing multiple events and priorities
- Sound financial administration skills, including managing budgets and supplier processes
- Approved Working with Children Check and National Police Check or the commitment to obtaining these checks prior to commencement
- Minimum of 3 years' experience in planning events, ideally in education or not for profit environments is desirable
- Qualification in event management is desirable

Refer to Appendix on next page

Date: May 2026

Appendix

Events

Attendance is required at the below annual College events, this list is not exhaustive

Event	Month
Staff morning teas	Various dates
High Achievers morning tea	February
International Women's Day Breakfast	March
Reunion lunches: 50 & 60 years	As required
Mother's Day Celebration evening	May
Father's Day Breakfast	September
Trivia Night	July
High Tea	TBC
School Production Opening Night Celebration	Various dates
Mercy Day	September
Year 12 Graduation	October
End of Year Staff Lunch	December
Second Hand OLMC Uniform Sale	Various dates

Responsibilities in event execution:

- pre and post event logistics
- facilities hire
- Liaise with the AV support team to organise appropriate sound and visual needs
- catering
- budgeting
- coordinating staff / parent association members during the event
- liaison with suppliers/contractors
- meet guests and VIPs, escort to venue location
- promotion and ticketing
- critical assessment after each event for opportunities to improve

Community Relations

Exodus Fortnightly dinners – considerations

- responsible for the start to end for each dinner, time is allocated to dine with guests
- approximately 1pm – 7pm on alternate Thursdays
- the number of guests varies; up to 40 guests can be expected
- venue – St Pius Church (Community Hall), Heidelberg West
- responsible for meal planning, purchasing, storing and lead in the preparation of all food
- these events are held in collaboration with the Head of Faith & Mission and the Social Justice Coordinator. OLMC students assist at each dinner.

Christmas Hampers

- organise the donations of specific items from OLMC staff
- assemble and deliver hampers with the help of OLMC staff

Christmas Luncheon – considerations similar to the Exodus Fortnightly dinners

- responsible for the start and end of a Christmas feast for up to 100 guests
- supported by OLMC volunteers