POSITION DESCRIPTION

Position: Publications and Events Assistant
Incumbent
Line Manager: Director of Community Relations and the Foundation
Status: Permanent /Part-time
Time: 0.8 FTE, 43 weeks per year (some out of hours work will be required)
Classification: General Staff Grade 4

Pulteney Grammar School ('School') is a vibrant co-educational city school, which inspires, challenges and empowers young men and women to achieve their full potential in life. The School provides complete contemporary education from the Early Learning Centre to Year 12 based on the School’s values and traditions.

Following an extensive consultation of all stakeholders, the Pulteney Grammar School Board of Governors, in partnership with the Principal and School Executive, have recently launched the School’s Strategic Plan 2016-2020. Our Mission - We are Pulteney: a dynamic and inclusive city school community that inspires, challenges and empowers for tomorrow.

The six Strategic Priorities below guide the work of all that we do to achieve our mission. We are committed to:

- An outstanding teaching and learning experience
- An innovative and integrated learning environment
- Engaged, motivated and resilient students
- Skilled, passionate and committed staff
- Collaborative and creative partnerships and community engagement
- A high performing organisation, growing our capacity and capabilities

Our Learning and Performance Culture places students at the heart of what we do.

The Community Relations office coordinates all fundraising within the School and facilitates the smooth running of groups within the Pulteney community including the Friends of Pulteney and the Pulteney Old Scholars’ Association. In addition, the office produces the weekly newsletter (Pulteney Review Weekly), School magazine (news@pulteney) and the Yearbook (Grammarian). The Publications and Events Assistant has responsibility for producing and coordinating publications, and coordinating events, to foster and promote the aims of the School.

INDICATIVE RESPONSIBILITIES

Publications and Communication
The Publications and Events Assistant will work closely with the Strategic Marketing Manager and an editorial committee (guided by the Director of Community Relations) to produce key publications and maintain website content, ensuring alignment with the School’s Strategic Priorities and Style Guide. This includes;

- Being an active and contributing member of the editorial committee, responsible for internal marketing and communications materials e.g. the weekly newsletter, the School magazine, and the Yearbook.
• Developing an agreed schedule for the preparation of the Pulteney Review Weekly (PRW), news@pulteney, and the Grammarian
• Liaising with contributors to ensure copy is prepared on time and is accurate
• Proof reading to ensure accuracy
• Liaising with print and design companies with whom the School has established relationships for published materials, ensuring publications are consistent with the School's brand and are delivered on time and on budget
• Producing and distributing PRW and other publications using a range of software
• Updating and maintaining information on the School's intranet in a timely manner as required
• Producing fliers for School events and campaigns
• Supporting the wider use of electronic communication and social media

Events
The Publications and Events Assistant will take an active role in coordinating Community Relations events, and facilitating other Pulteney fundraising and friendraising events, as aligned with the School’s priorities. These include;

Foundation Events (including but not limited to fundraising activities, dinners/lunches, sporting events, business breakfasts)
• Coordinating and managing event logistics such as determining dates, sourcing venues, registration and attendance tracking, materials support, and pre and post event evaluation
• Preparing and monitoring event budgets, and sourcing sponsorship and donations
• Liaising with stakeholders including volunteers and committee groups, and coordinating volunteers
• Setting up and packing down events, in conjunction with other school staff
• Tracking approaches and pledges for the capital campaign and annual giving and updating information in Synergetic
• Producing a database of all past campaign and annual giving contributors and mailing letters and donation forms

Community Relations
As a member of the Community Relations team, work within the team to ensure the smooth functioning of the department. This includes
• Updating Synergetic with new contact and occupation details for old scholars
• Ensuring the integrity of the community database
• Ensuring the smooth operation of numerous School events
• Being available to attend weekend and evening events when required by the Director of Community Relations and the Foundation

All of the above duties may be varied from time to time as determined by the Principal.

Work Health and Safety
This role is deemed to be a Worker under the Work Health and Safety Act 2012 (SA). As a Worker, while at work the Publications and Events Assistant must;
• Take reasonable care for his or her own health and safety
• Take reasonable care that his or her actions or omissions do not adversely affect the health and safety of other persons
• Comply with any reasonable instruction given by the School
• Assist in the support of a safe workplace by reporting hazards, incidents, accidents and potential risk
• Appropriately use any equipment provided at the workplace
• Cooperate with any reasonable policy or procedure of the School that is related to health and safety at the workplace that has been notified to workers
PERSON SPECIFICATION

Qualifications and Experience

- Tertiary qualifications in event management, communication or engagement to degree level (desirable)
- Experience with producing publications
- Experience with managing event budgets
- Experience in managing multiple projects concurrently
- Experience in an administrative or service industry
- Demonstrated experience in organising community groups and events
- Experience in an educational or not for profit industry (desirable)

Skills and Knowledge

- Knowledge and familiarity with ICT programs, particularly Word, Excel, databases, email, internet and social media
- Skills and knowledge with using newsletter publication software such as InDesign, and in undertaking mail merges
- Sound oral and written communication skills
- Strong organisational and time management skills, particularly the ability to manage competing priorities
- Knowledge of health and safety obligations including identifying and managing risks
- Skills in leading small teams including volunteers
- Lateral and critical thinking skills

Personal Attributes

- Demonstrated success in community engagement and communication
- Able to establish positive relationships with staff, students, parents, old scholars and the broader community
- High professional standards and the ability to present an appropriate image of the School
- Supportive of the School’s philosophy
- Able to work autonomously and as part of a team
- Flexible in approach and able to manage competing deadlines and tasks
- Able to deliver high quality services to the community
- An open and friendly disposition

Special Conditions

- National Police Clearance is required to be undertaken prior to commencement and every three (3) years thereafter
- Responding to Abuse and Neglect training must be undertaken and certificate of completion provided
- Current Apply/Senior First Aid certificate is required
- Current driver’s licence is required
- Willingness to undertake work out of hours

Approved
Anne Dunstan, Principal
17 August 2016