



POSITION DESCRIPTION

Title	Communications Coordinator
Department	Community and Engagement
Reporting	Director of Community and Engagement
Location	Senior Campus, Kew

Our Intent Xavier College aspires to form exceptional graduates through inspiring learning experiences and our distinct Jesuit character. The individual is expected to align their actions and leadership with the Intent, our Graduate qualities and the Pillars in the Xavier College Strategic Plan **XC150**.

Our Position The Communications Coordinator is responsible, through the Community and Engagement Office for the College's communications. This encompasses all publications via both digital and print for an internal and external audience.

The Communications Coordinator is engaged across a range of important community stakeholders such as Xavier College Staff and Students, Xavier College Foundation, Parent Associations, Old Xaverians' Association, Affiliate Supporter Groups and various Community Programs.

In this regard, the Communications Coordinator offers positive leadership across the campus, supporting the characteristics of Jesuit Education through their manner and personal concern for the care of each individual on the campus and across the broader Xavier family. The Communications Coordinator understands their important contribution to the College's Intent and educational mission, and with this, the care and safety of all students in accord with the highest standards of child safety and upholding an exceptional child safe culture at the College.

- Core Duties and Responsibilities**
- The production of the fortnightly College Newsletter (in conjunction with the Campus Secretaries and other Campus Staff)
 - The production of Xavier News (currently produced three times per year)
 - Assisting the Xaverian Editor in the production of this annual publication
 - Assisting the Director of Engagement and Operations in formulating the annual Year 12 VCE performance summary
 - The generation of all content required for the various publications and

brochures for the College, the Xavier College Foundation and other affiliate groups where appropriate

- The role will directly assist the Parent Associations with their communications using the Mailchimp platform
- The generation and subsequent posting of all Xavier College social media content across current platforms (Facebook, Instagram, and Twitter)
- Management of the Xavier college and Foundation website
- Creating and uploading content on internal and external Microsoft Sharepoint platforms
- Coordinating with local media outlets at the request of the Director of Engagement and Operations to produce editorials and advertisements
- Assisting Admissions team in the operation of TryBooking for school tours

Selection Criteria

- Writing – must be capable and confident
- Proof reading – must be competent and assiduous
- Photography & Videography as required
- Google Analytics
- Website maintenance
- MailChimp, Trybooking and Microsoft Sharepoint familiarity

Compliance Requirements

- Working with Children Check “E” card
- Australian Childhood Foundation “Safeguarding Children” online module
- DET Mandatory Reporting and Other Obligations Training (annual update)
- Province Code of Conduct and acceptance of the Code (on appointment)
- First Aid accreditation including CPR, Anaphylaxis, Asthma Management

Other Duties

The nature of the position is such that the Communications Coordinator may be required to be available outside normal school hours and be available to attend College events as might be relevant. The Communications Coordinator may also be asked to undertake other responsibilities as directed by the Principal or Director of Engagement and Operations in accordance with the needs of the College.

Terms and Conditions

Reporting Line: The Communications Coordinator reports through to the Deputy Director of Community and Engagement and to the Director of Engagement and Operations. All staff are responsible to the Rector and the Principal.

Tenure: Full time – Ongoing

Review: Annual professional review with the Deputy Director of Community and Engagement

Location: The position is based at the Senior Campus with some activities required at the Burke Hall campus and outside events.

All other terms and conditions as per the Xavier College Enterprise Agreement 2016.

Leadership through Our Pillars

Our Intent is developed through seven Pillars: Our Jesuit Identity, Our Inspiring Learning, Our Student Life, Our Xavier Family, Our Professional Expertise, Our Operational Excellence, and Our Global Engagement. Each have core Values and Priorities that direct and drive our ongoing actions. It is essential that these actions demonstrate alignment across the College, and that individual actions similarly align with values and priorities and identified actions across each of the Pillars.

Our Jesuit Identity

As a delegated leader, the Communications Coordinator will:

- be inspired at all times by the highest Ignatian ideals of companionship and collegiality, of being men and women for and with others and who desire to make a positive difference in the world
- will be discerning and reflective, deeply committed to the ongoing exploration of their own spirituality, in order to accompany staff and students at the College on their holistic journey
- will promote and protect the Ignatian beliefs, Jesuit ethos and Jesuit educational tradition in every aspect of College life, ensuring they are acknowledged, articulated and developed among the whole Xavier Family.

Our Inspiring Learning

As a delegated leader, the Communications Coordinator will:

- promote the efficacy of all educators and their role in the mission of the holistic education of students at the College
- liaise on a regular basis with the Director of Engagement and Operations (and other leaders and staff as appropriate) so as to fully appreciate the educational objectives and needs of the College and its respective elements
- be conversant with current curriculum issues and future teaching and learning development, especially as it pertains to effective school practices and requirements.

Our Student Life

As a delegated leader, the Communications Coordinator will:

- model their leadership on the ASPIRE Qualities of the College, with a deep sense of how staff actions are oriented for the good of student outcomes
- support the application of student pastoral care and *cura personalis* from an operational and strategic perspective
- support those charged with the delivery of pastoral care in undertaking these responsibilities, especially through the adept undertaking of events and activities.

Our Xavier Family

As a delegated leader, the Communications Coordinator will:

- be aware and responsive to student, staff and parent needs, supported by the implementation of effective communication strategies
- be responsible for providing strong leadership and direction by contributing to a passionate educational community that aspires to achieve excellence through continual improvement in all aspects of school life
- embrace the wide variety of human and other resources available so as to maximise stakeholder engagement and collaboration

Our Professional Expertise

As a delegated leader, the Communications Coordinator will:

- model effective Ignatian leadership and the Xavier Leadership Traits, with fellow leaders and in all engagements with all members of the Xavier Family
- take a particular interest in the professional growth and performance of all staff, assisting with staff appraisals/reviews, as required and in conjunction with the professional growth model of the College
- support fellow leaders to ensure that there are effective and proactive levels of support for staff, thereby contributing to an excellent staff culture.

Our Operational Excellence

As a delegated leader, the Communications Coordinator will:

- be an effective and visionary steward of College resources
- contribute to ensuring the appropriate strategic planning for and evaluation of events, resources and systems across the College
- ensure that processes are effective, human-centred, outcomes-driven and forward-thinking, with a clear understanding of and attention to excellence and commensurate performance measures and outcomes.

Our Global Engagement

As a delegated leader, the Communications Coordinator will:

- be an expansive and global thinker and learner
- consider and promote valuable learning and operational linkages across national and international domains
- engage with Jesuit education networks including “Educate Magis”.

Our Xavier Leadership Traits

As a senior leader of the College, the Communications Coordinator should consistently display effective leadership traits. At Xavier, we identify the value and importance of:

- competence, conscience, compassion and commitment
- those we serve
- respectful, divergent thinking
- ideas and innovation
- leading high standards
- collaboration and collegiality
- openness, trust and ownership
- process, solutions and outcomes
- stewardship and sustainability
- the pursuit of the possible.

Our Attitudes and Habits as Educators at Xavier

In alignment with the Ignatian profile of an educator in a Jesuit school, Xavier College has identified complimentary attitudes and habits that are essential attributes for educators at Xavier. The College recognises the power and critical need for individuality and diverse gifts among its members, as well as the similar requirement for an alignment in attitude and habit that are necessary for effective teamwork and alignment.

As a significant leader at the College, these attitudes and habits should be:

- consistently demonstrated and modelled in all areas of endeavour
- used to positively inform the consistent practice and standards of all educators at the College.

An educator at Xavier College:

- clearly models the Xavier ASPIRE Graduate qualities through teaching and personal actions
- demonstrably values competence and skill in the art of teaching or area of service/work, performing at or beyond a 'highly accomplished' level (or equivalent) in the national teaching and leadership standards
- demonstrates active reflection in personal practice by engaging in and being responsive to professional feedback and conversations that are performance and growth oriented
- values all aspects of the role equally, seeking to meaningfully attend to tasks through competent commitment that attests to quality outcomes and performance
- conducts themselves with a clear intent to model and uphold Gospel values and Ignatius' understanding of generosity
- values solving problems more than identifying them, and the collaborative and creative generation of thoughtful ideas, thereby positively contributing to all areas of College life
- seeks alignment and collaboration in professional activities, through respectful and empathic conversation and the desire to act for and with others
- is honest, trustworthy and companionable, acting with integrity in supporting others and treating all with respect
- works to identify and develop the inner potential, capacity and self-worth of every student and colleague
- understands and fosters the strategic vision of the College, as well as the holistic view of education in a Jesuit school.