

# TINTERN GRAMMAR

## POSITION DESCRIPTION

<b>Position:</b>	Community and Alumni Manager
<b>Reporting to:</b>	Director of Advancement
<b>Department:</b>	Advancement
<b>Date:</b>	December 2024

### Primary Purpose

The Community and Alumni Manager is responsible for nurturing strategic relationships within the School community including current parents, prospective parents, Alumni and their families, Parent and Friends groups. The Community and Alumni Manager is responsible for managing all aspects of community engagement, organisation, communications and events. The Community and Alumni Manager will work closely with the current and prospective parent community, community groups and generations of Alumni, creating relationships, connections and opportunities for engagement with Tintern Grammar.

### Position in Context

The Community and Alumni Manager will work closely with the Director of Advancement, broader Advancement Team, School Executive, Executive of Community Committees, volunteers and other stakeholders to build long-term relationships and drive community engagement.

The Community and Alumni Manager will plan, manage and monitor the School's overall community engagement strategy and programs to build a well-informed, connected community of parents, Alumni, friends, advocates and supporters of the School.

Liaison between the School and the Tintern Communities Limited communities including but not limited to Tintern Parent Group (TPG), Friends of Music (FOM), Tintern Old Girls' Association (TOGA) and Tintern Alumni Group (TGA).

The Community and Alumni Manager Reports to the Director of Advancement.

There is one direct report: Community Relations Administration Assistant

### Key Responsibilities

#### School community liaison, communications and engagement of stakeholders

- The Community and Alumni Manager will develop and implement engagement strategies, programs, projects and events that support the School including prospective parents, current parents, Alumni and community groups.
- Work closely and provide support and direction to the Community Groups Executive and act as the liaison point between the School and the groups listed under The Tintern Communities Limited including The Tintern Parents Group, Toga Old Girls' Association, Tintern Grammar Alumni, Friends of Music, Fun Day and Presentation Ball committees.
- Raise the profile of the Alumni and community groups throughout the Alumni network and within the School.
- Be responsible for and provide high-quality content to the Communications and Brand Manager regarding Alumni and community groups for use on channels such as the website, social media, School newsletter Aspectus and School magazine FACTIS, to create and maintain engagement.

# TINTERN GRAMMAR

- Responsible for coordinating a program of ongoing communications through appropriate media and channels to engage with the School's Alumni.
- Engage and create connections with current Year 12 students and maintain this engagement after graduation from the School to ensure they become active and engaged Alumni.
- Provide the Principal with notification of significant birthdays, births and passing of Alumni to facilitate appropriate correspondence.
- Promote Alumni who are doing great things, to current students to provide mentoring and other engagement opportunities.
- Develop and maintain Parent Representative program encouraging representation for all year levels. Provide support where necessary and oversee compliance for all required checks and mandatory policies (e.g. Working With Children Check).
- Work closely with the Alumni and School's Careers Advisor in relation to events and communications for senior students to highlight the value of the Alumni network (e.g. career day speakers, career resource and skills sessions)

## **Events**

- Plan and coordinate a range of events and opportunities for prospective parents, current parents and Alumni to connect to Tintern (eg. Reunions, Avenue of Excellence, Heritage Trail, Fun Day, Community lunches/dinners, BBQs, Open Day etc), in line with strategic goals and desired outcomes to engage the various stakeholders in the community.
- Work with the Community Relations Administration Assistant and the wider Advancement Team including the Communications and Brand Manager and Admissions Officers to plan and execute community events tailored to specific audiences.
- Ensure high levels of attendance at planned events (may include interstate or overseas reunions)
- Review events and report on attendance and overall engagement to ensure continuous improvement.
- Planning, organisation and delivery of special events and School functions (e.g. 150<sup>th</sup> year celebrations in 2027) as required.

## **Leadership**

- The Community Relations Administration Assistant reports directly to the Community Relations and Alumni Manager.
- Responsible for the professional development and management of the Community Relations Administration Assistant.
- Manage and coordinate the School's community volunteers ensuring membership of community support groups grow and provide high quality opportunities for our current families and Alumni.
- Oversee and assist where required to ensure the year level reunion program and Community support group activities meet all strategic targets.
- Attend meetings of Alumni and Community groups as required, delegating the attendance to the Community Relations Administration Assistant if unable to attend.
- Attend Tintern Communities Limited meetings as required.
- Attend other relevant School events to liaise with members of the community and drive engagement in conjunction with the Community Relations function.
- Create networking and mentoring opportunities between current students, Alumni and other community stakeholders encouraging involvement in Tintern activities.

# TINTERN GRAMMAR

## **Tintern Archives**

- Work with volunteers coordinating archival and historical information, maintaining, building upon and showcasing the history of the School and Alumni.
- Encourage and engage volunteer involvement in the maintenance of the archive collection including sorting and naming of photos and historical research and preparation of information for displays.
- Manage and maintain past student filing and record management.
- Liaise with past students and others who offer archival material to the School.
- Answer queries and supply information as requested from the School community and general public doing heritage research.

## **School Community Database management**

- Oversee the maintenance of the School database for past student records and other School community members to enhance and support School community involvement.
- Ensure accurate and complete Alumni database records; capture contact, biographical and career information of Alumni via surveys, projects or events, correspondence, website, postal returns, etc.
- Oversee the maintenance of community details on the School database including Alumni, past staff, past parent and VIPs as required.

## **Reporting and planning**

- Plan, implement and promote community programs that support the School's strategic plan and develop and submit for approval for annual strategic and operating plans.
- Regular reporting to the Board and Director of Advancement providing evidence of progression of Community Engagement Plan and measurable outcomes.
- Provide accurate and meaningful reporting to Director of Advancement, Principal, Executive and Board as required.
- Work within the assigned annual budget.

## **Other Duties**

- Due to the nature of this role there is a requirement for work to be performed outside of normal business hours.

## **Competencies Required**

- Bachelor's degree in a relevant field, such as communications, marketing or business.
- High level communication skills, both written and verbal and the ability to form meaningful relationships.
- Excellent writing, editing and proofreading skills.
- Creativity, innovation and leadership skills.
- Event management: experience creating high-quality events for a range of audiences.
- Creative and critical thinker with sound skills in problem solving, setting priorities, delegating, giving guidance and direction.
- Exceptional organisational skills with the ability to plan and prioritise effectively.
- Excellent attention to accuracy and detail.
- Experience using the MS Office suite of computer software programs, and social media.
- Knowledge of database systems – Synergetic is desirable.
- Ability to remain calm under pressure.

## **Child Safety**

Tintern Grammar performs thorough assessments of potential and existing employees. The assessments will be used to ascertain whether the potential or existing employee is a fit and proper person to be trusted to work in a school environment and in the position applied for or held. The screening process includes, but is not limited to, Criminal Records Checks and Working with Children Checks.

## **Tintern Grammar's commitment to Child Safety.**

Tintern Grammar is committed to the safety, participation and empowerment of all children. All members of our community, including employees, contractors, agency staff and volunteers, have an important role in providing students with a safe and nurturing environment in which to prosper and thrive. Tintern Grammar has zero tolerance of child abuse and all allegations and safety concerns will be treated very seriously and consistently within our policies and procedures.

Tintern Grammar is committed to preventing child abuse through identifying risks early and removing and reducing these risks. We have robust human resources and recruitment practices in place.

## **OH&S**

All employees are responsible for:

- Carrying out their duties in a manner which does not adversely affect their own health and safety or that of others
- Co-operating with measures introduced in the interests of workplace health and safety
- Undertaking any training provided in relation to OH&S
- Immediately reporting all matters which may affect workplace health and safety to the OH&S Committee
- Correctly using any information, training, personal protective equipment and safety devices provided
- Refraining from intentionally misusing or recklessly interfering with anything that has been provided for health and safety reasons
- Undertaking only those tasks for which they have authorisation and/or the necessary training, and for which all necessary safety arrangements are in place.

*The purpose of this position description is to serve as a general summary and overview of the major duties and responsibilities of the position. It is not intended to represent the entirety of the position nor is it intended to be all-inclusive. Therefore, the position may be required or requested to perform for Tintern Grammar other work duties not specifically listed herein Tintern Grammar reserves the right to modify this position description in consultation with the incumbent from time to time depending on the operational needs and requirements of the School.*