



**ALL SAINTS'
COLLEGE**



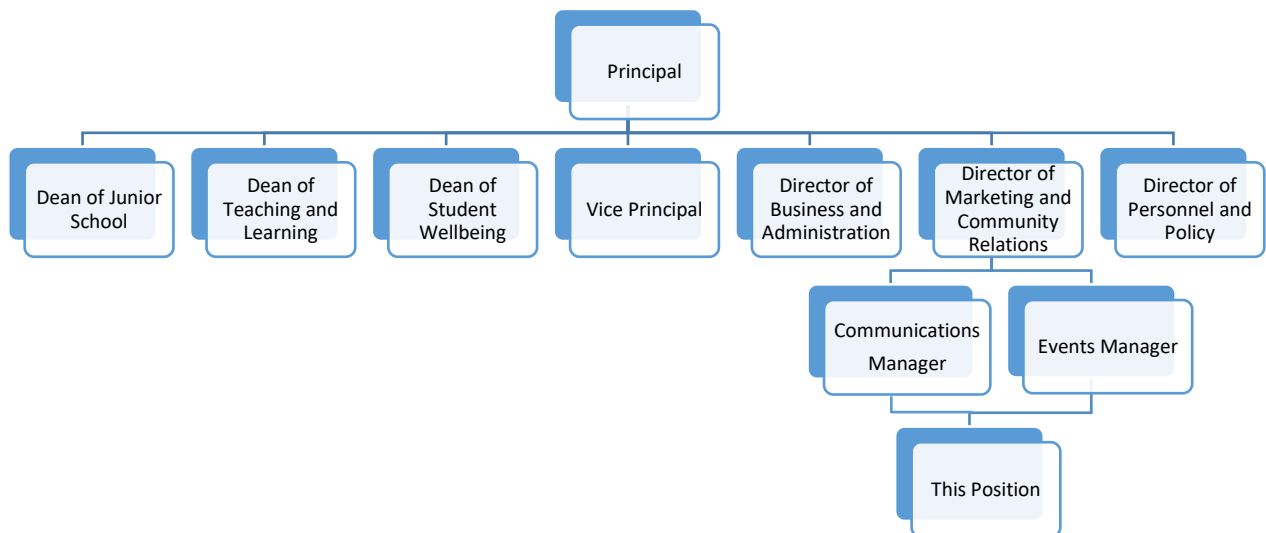
DUTY STATEMENT MARKETING AND COMMUNITY RELATIONS ASSISTANT (0.5 FTE Internship – 48 weeks / year)

All Saints' College prioritises the safety, welfare and wellbeing of children and young people, and expects all staff and volunteers to share this commitment.

POSITION PURPOSE

The Marketing and Community Relations Assistant (MCRA) is directly responsible to the Communications Manager (CM) and Events Manager (EM) for providing media and events-related support to various functional areas of the Department.

ORGANISATION STRUCTURE



KEY RESPONSIBILITIES

The MCRA will assist the CM and EM to provide basic technical, administrative and general assistance to support various activities of the College and its Departments.

1. Administration

- (a) Use a calendaring system (Microsoft Outlook) to organise time allocation for various support activities.
- (b) Use Wordpress to upload content to the College website.
- (c) Use Trybooking.com to support ticketing of events.
- (d) Provide administrative support when appropriate.

2. Media

- (a) Assist in the content creation / editing for *The Dove and Columba*.
- (b) Assist with the production of content for *The Courier*.
- (c) Assist CM in the annual whole of school photography process.

3. Community Relations / Events

- (a) Assist Alumni/Promotions Officer (APO) in the production of Case Studies for promotion.
- (b) Support the EM in the creation of invitations / badges / signage to events and attendance where directed.
- (c) Support the EM by working inside Trybooking.com to facilitate attendance at events.
- (d) Assist the EM in setting up catering / seating at certain events.

4. Public Relations

- (a) Draft press releases for approval by CM.
- (b) Take photos of students / staff for PR / website activity.

5. Website / social media

- (a) Shoot video of current web content for website for approval by CM.
- (b) Upload and edit content to the ASC website to ensure timeliness and consistency.
- (c) Support loading of content onto College social media platforms.

6. Internal communication

- (a) Work with CM to insert infographic and video / cartoon graphics into internal comms distribution.
- (b) Ensure that posters / information is distributed and taken down in a timely fashion from across the College's pin up boards.
- (c) When required, assist with uploading content to the College TV screens to ensure relevance and consistency of message.

7. Staff Expectations

- (a) Serve as a good ambassador of the College. This includes conducting oneself in accordance with the professional standards of the College.
- (b) Ensure all staff and students are provided with a quality service in a timely, efficient and friendly manner.
- (c) Maintain professional confidentiality concerning information about staff and/or students.
- (d) Strive to implement productivity, quality and service improvements on a continual basis.
- (e) Comply with Occupational Health and Safety requirements in the workplace.
- (f) Ensure that all documents are prepared and presented in a professional format in keeping with the College practice and that high standards of spelling, grammar and punctuation are maintained.
- (g) Operate as a 'team player' at all times and fully support the Principal, Leadership Team and activities of the College.

8. Other Duties

- (a) On occasions, you may be directed to undertake other duties as required.

*The College recognises that Duty Statements are dynamic documents.
They are reviewed annually or as required.*

November 2020