



**ALL SAINTS'
COLLEGE**



DIGITAL MARKETING COORDINATOR (Permanent full-time position)

About you

You are a marketing and digital media professional with demonstrable experience in a similar role, with a passion for communication and digital marketing, and a creative flair for the written word and content creation.

Responsible for the support and delivery of key digital marketing initiatives, you have a thorough understanding of the dynamic marketing and communications landscape with a strong aptitude for social media and other digital platforms. You understand the importance of tailored messaging across multiple channels and that effective communication requires a strong sense of purpose and engaging two-way conversation. You can proactively generate creative ideas and identify and produce engaging content in a variety of mediums including photographic, video, audio, design and written, all while developing and maintaining brand image and voice.

You possess strong attention to detail and understand the importance of maintaining accuracy and style across a diverse range of College publications and digital platforms. You enjoy thinking creatively and learning new skills with strong analytical abilities.

You are comfortable with an SLR camera and are a quick learner who is not afraid to take on new challenges. Capable of working autonomously, you thrive in a fast paced and busy environment where you will work with and alongside staff, students and our community of families and alumni.

Friendly and personable with a service first attitude where you go above and beyond for your stakeholders, you will possess a can-do attitude towards the variety of tasks that will be required of you in this busy and rewarding work environment.

About us

All Saints' College (ASC), one of Australia's leading independent, coeducational Anglican day-schools, is situated approximately 15 minutes south of the CBD on a beautifully landscaped 19 hectare property in Bull Creek. Surrounded by ovals, paths, lawns and gardens, the campus caters for approximately 1 350 students from Pre-Kindergarten through to Year 12. Facilities include a state of the art theatre, heated 25 metre indoor swimming pool on campus, a fully equipped gymnasium, rock climbing wall and an indoor sports centre. Our staff are welcome to use our facilities, enjoy the grounds or perhaps attend an evening show in our world-class theatre. In the mornings staff often drop by *Wanju*, our College café for a coffee and a chat with other members of our All Saints' community.

We understand that balancing work and family commitments can sometimes be challenging, and so we have implemented a number of strategies to support our staff as they manage their work / life balance. Staff with school-aged children are offered free before - and after-

school care, and vacation care is provided during periods of school holidays, also free of charge, for the children of staff members who are required to work at these times. We also understand that members of our staff may need to attend to matters of a private nature, from time to time, so our 'Temporary Absence Policy' enables staff to be absent from the workplace for up to two hours (without any deductions from leave accruals) during the working day to attend to such matters. We offer a broad range of other benefits to attract and retain outstanding staff, including:

- Salary packaging
- Deferred salary scheme (work 4 years and take the 5th year as leave)
- Generous paid parental leave
- Generous long service leave entitlements
- Generous discount on school tuition fees
- Free onsite parking
- Discounted tickets for events held in the Centre for Performing Arts
- Discounted flu vaccinations
- An active Staff Association that provides regular social activities
- Access to high level professional development (PD), including attendance at interstate and international events
- Financial support to undertake academic studies

All our staff - teaching, administration and support staff - are committed to the welfare of our students, and to providing a warm, supportive, caring and challenging environment that encourages creative and critical thinking.

How to apply

Your application should consist of a one page covering letter, addressed to the Principal, explaining the attributes, skills and experience you would bring to our Community Relations Department, and why you wish to work at ASC. Please also attach a Curriculum Vitae containing your employment history and the contact details of two professional referees.

For further information and a copy of the duty statement, please visit the All Saints' College website: <https://allsaints.wa.edu.au/employment/>

Applications are to be submitted via the SEEK website and will be shortlisted as they are submitted. Interviews will be held immediately, and the advertisement will close once the successful candidate has been identified. Due to our recruitment processes we are not able to accept hard copy applications.

Should you have any queries, please do not hesitate to contact our Marketing and Communications Manager, Emily Garbett, on (08) 9313 9341 or emily.garbett@allsaints.wa.edu.au.

Applications close once a suitable candidate has been found. You are encouraged to submit your application early as the role could close without notice.