



Events and Alumni Officer

Role Statement:

The Events and Alumni Officer reports to the Director of Advancement and Communications and works closely with the Digital and Visual Communications Coordinator and the Communications Officer to strengthen relationships between the school and its community. The role also involves collaborating with the Head of Advancement.

Responsibilities:

Your role will focus on connecting and engaging people through clear, consistent communication and efficient operations.

- **Build connection** → Welcome and value community members.
- **Support communication** → Provide clear, timely information.
- **Encourage participation** → Increase involvement in events and programs.
- **Strengthen trust** → Serve as a reliable point of contact.
- **Collect insights** → Gather feedback and share with the team.
- **Ensure smooth operations** → Assist with tasks that make engagement effective.

Core responsibilities include managing community communications across the following areas:

Parent Association

- Coordinate administration and act as main contact.
- Log requests, answer emails, and share updates via email, social media, and newsletters.
- Support planning and delivery of Parent Association events.

Alumni

- Manage the alumni database and act as main contact.
- Coordinate campus tours, visits, and alumni events (sports, socials, careers day).
- Prepare materials (social posts, posters, FAQs).
- Celebrate alumni achievements within the community.

Event & Activity Support

- Assist in planning school events (open days, socials, BBQs).
- Handle logistics: forms, guest lists, registrations, catering, venues, slides.
- Coordinate photography/videography and collect feedback.

Relationship Building

- Build positive relationships with parents, alumni, teachers, and students.
- Support activities that strengthen community spirit and shared goals.

Data Handling

- Maintain and update alumni database.
- Collect and record data to support engagement activities.
- Log and track all request from the Parent Association

Monitoring & Reporting

- Track engagement (attendance, participation, feedback).
- Identify common questions or concerns.
- Prepare regular digital updates on alumni and for the Parent Association.

Content & Resource Support

- Create/update guides, contact lists, and support materials.
- Assist with photos, social media content, event write-ups, and newsletters.
- Monitor comments on social media.
- Prepare visual announcements and update internal documents.

Operational Support

- Maintain accurate records of contacts, sign-ups, and volunteers.
- Support scheduling, reminders, and archiving communication materials.
- Occasionally assist Reception with calls and emails.



Professional Responsibilities

- Being a passionate, knowledgeable and proactive staff member with a commitment to wellbeing practices and positive psychology in education (i.e., PROSPER).
- Acting with integrity – being ethical, professional, and upholding and promoting the school values.
- Complying with all school policies and procedures, particularly those relating to safeguarding and child protection, equality and diversity, health and safety, behaviour, and data protection, reporting concerns to the Head of Division.
- Contributing to a safe, healthy working environment through compliance with relevant OHS legislation.
- Seeking and undertaking professional development opportunities as needed.
- Participating in a performance management process as part of ongoing professional development.

Working Arrangements:

Working hours will be Mondays to Fridays, 8:00am to 4:30pm with ½ hour lunch break, or such other hours as may be agreed with the Head of Finance and Operations. Some out of hours work will be required at community events or functions.

The above Duty Statement is set out as a guide only and is by no means exhaustive.