ST HILDA'S FOUNDATION

Foundation & Enrolments Officer

Join our thriving St Hilda's Foundation and School Community and develop a philanthropic strategy to foster a culture of connection, engagement and giving.

Supporting young women to dream and to achieve
About the St Hilda’s Foundation

Girls grow up with wide-ranging dreams and one of the greatest gifts we can give them is the opportunity to learn and broaden their horizons through new life experiences.

The St Hilda’s Foundation is a registered not-for-profit charity established in 2013 to support and encourage young women to explore their dreams and achieve their potential.

Our success depends on the support of our local community. Together we will shape strong and confident individuals who enrich our community and lead positive change in the world.

Your contribution enables us to lay the foundation that empowers our young women to become exceptional citizens and leaders.
Position Purpose

_St Hilda’s School Foundation & Enrolments Officer_

St Hilda’s Foundation has been established to bring communities together and to support young women to dream and to achieve. We are seeking a dynamic motivated candidate who is passionate about connecting with the community. The Foundation & Enrolments Officer will focus on building on the early years of the Foundation and elevating the Foundation as a robust and supportive organization to St Hilda’s School. In addition to the Foundation work, the role will also assist our Enrolments Department with enquiries, tours and general administration. Reporting to the Marketing and Communications Manager through to the Head of Business, this role requires an agile team player who approaches their role with a creative approach who is willing to grow and evolve.

St Hilda’s School is one of Australia’s leading P-12 Anglican Day and Boarding Schools for girls located on the Gold Coast of Queensland. With an enviable reputation of excellence in girls’ education and multi-million-dollar world class facilities, the School has a long history of outstanding academic achievement based on strong Anglican Christian values. It is committed to excellence in the education of girls and to maintaining a safe and supportive environment for children and young people.

_The principle emphasis of the role_

**Foundation**

- Database Maintenance and Management
- Elevating the Foundation as a robust and supportive organization to St Hilda’s School
- Event Management
- Develop Strategic Partnerships for Foundation
- Increase Alumni Connection/Support for the St Hilda’s Foundation
- Investigate experiential opportunities for St Hilda’s Students

**Enrolments**

- Assist Enrolments Department with international and domestic enquiries
- Managing the school database and assisting with data entry for enrolments
- Assist with Open Days and Tours

_Supporting young women to dream and to achieve_
Appointment

Commencement

The Foundation & Enrolments Officer is a full-time role with a start date of August 2020, or by negotiation for the right candidate.

Remuneration

Remuneration is covered under The Queensland Anglican Schools Agreement 2018 and is classified as a School Officer – Administration Stream, Level 4.

Staff Benefits

The School offers 25% discount for children of staff who attend St Hilda’s School or The Southport School.

Comprehensive Staff Wellbeing Program and Employee Assistance Program

Complimentary Staff Car Parking

Exciting Social Club

Light rail public transport right near the School

Located minutes from the Gold Coast Broadwater
Primary Role Purpose

Key Areas of Responsibility

Manage professionally presented and organised events for the Foundation, injecting a sense of excitement, interest and anticipation for attendees and sponsors by:

- Building on the current event format
- Liaising with the Marketing and Communications Officer to create professional and attractive invitations and information to encourage attendance, including various advertising formats
- Managing promotion of events through various social media platforms
- Maintaining effective communication with Facilities Department regarding resources, facilities and timelines
- Maintaining clear and effective communication with other members of the Community and Enrolments Departments as applicable, to ensure effective time management for all
- Exploring new fundraising and sponsorship opportunities for St Hilda’s Foundation

Maintain accurate database records for all St Hilda’s Foundation events, including:

- Invited Guest
- Attendees
- Sponsors and Partnerships
Primary Role Purpose

Key Areas of Responsibility

Develop, build and maintain a strong base of Strategic Partners by:

- Liaising with all stakeholders as required.
- Encouraging and engaging parent and community involvement.
- Creating professionally presented sponsorship packages
- Researching potential partners and arranging personal meetings to discuss and promote the Foundation’s mission and purpose in supporting young women to dream and achieve
- Organising appropriate and timely letters/certificates of appreciation post-event.

Assist the Enrolments Department by:

- Conducting tours of the campus when required
- Organising enrolment interviews
- Database Management
- Comply with current legislation, particularly CRICOS
- Attendance at Open Days and assistance with Boarders Experience Days and Special Events as directed by the Marketing and Communications Manager
Primary Role Purpose

All Staff at St Hilda’s School are to:

DUTY OF CARE:

- Be responsible for and supervise matters relating to Risk Management within the area of responsibility. This includes ensuring staff are operating in accordance with School policy in this area and that appropriate evaluation processes are in place and operative
- Take responsibility for pastoral needs, Duty of Care and the standards of behaviour of students inside and outside the classroom. This includes students you do not teach
- Act as an appropriate role model for students in your interactions with them
- actively support the Code of Conduct for Anglican Schools and Education and Care Services and insist on acceptable standards of behaviour
- Encourage students to take responsibility for their own actions and make them aware of the need to show respect for others in interpersonal relationships
- Know and implement Emergency and Accident procedures
- Follow Workplace, Health and Safety procedures
- Be punctual to classes, roll calls, House meetings, assemblies, Chapel services, meetings and playground duties if applicable
- Report irresponsible or improper behaviour to the HOF/HOY, indicating what action you took.
- Report student problems (academic/personal) to the Head of Year, indicating what action you took
- Report continuing or significant behavioural problems and academic problems to the Head of Year at the earliest opportunity

GENERAL

Demonstrate support for the School’s philosophy, policies and procedures, core values and commitment to the Anglican ethos by:

- Ensuring daily behaviour reflects the School’s ethos and values
- Filling responsibilities outlined in the School’s Child Protection Policy
- Ensuring records of communication are maintained and provided to other relevant staff members as required
- Communicating effectively with all teaching staff, parents, students and all other staff
- Playing an active role in supporting the cleanliness and safety of the school site
- Encouraging cooperative parent contact and fostering positive community attitudes toward the School
- Following safe working procedures developed for the School
- Completing an Incident Report Form for all incidents that occur via the Staff Portal
- Reporting any Workplace Health and Safety concerns or hazards immediately to the Facilities Department

Other duties as may be required from time to time

- Given the dynamic environment in which the School exists, the Principal reserves the right to alter the position description at any time to reflect emerging priorities and needs. Every effort will be made to consult regarding such alterations.
- Participating in the co-curricular life of the School including House activities
Selection Criteria – Foundation & Enrolments Officer

Skills and Abilities

- Exceptional interpersonal skills
- A professional, confident and helpful approach
- Ability to work autonomously and prioritise effectively
- Excellent organisational skills and high level of accuracy and attention to detail
- Ability to communicate sensitively and confidentially with stakeholders

Qualifications

- Prior experience with Digital Marketing is an advantage
- Strong ability in using Adobe and MS Office (MS Excel and MS Outlook in particular) is essential
- Prior experience of coordinating functions and events is required
- Relevant tertiary qualifications an advantage
- Minimum three years experience in communications, marketing, public relations, philanthropy or community engagement.