



O'CONNOR CATHOLIC COLLEGE

Armidale

School Support Officer - Communications Position Description

[Click here to apply.](#) Applications close 6 December 2022.

Position level	NSW and ACT Catholic Systemic Schools EA 2020
Classification	General Employee - School Administration Services Level 4
Base salary range	\$29.49 per hour - \$33.48 per hour (based on qualifications, skills & experience)
Reports to	Principal
Location	O'Connor Catholic College
Employment type	Part-time 16 hours per fortnight
Employment status	Permanent

About O'Connor Catholic College Armidale

O'Connor Catholic College is a co-educational high school, from Years 7-12 which began in 1975 with the amalgamation of two of Armidale's longest established schools; St Ursula's College and De La Salle College. With a population of around 550 students, O'Connor is committed to the vision of being a faith filled community working collaboratively to enhance the learning for all, resulting in students who are creative, confident and informed people ready to make a difference in our world.

The staff at O'Connor are committed to creating learning opportunities for everyone. At O'Connor, learning encompasses faith learning which is integral to the mission as a Catholic school, academic learning so that every student achieves the best learning outcomes and wellbeing and resilience skills which are important for a healthy, balanced life.

O'Connor is located in Armidale, situated halfway between Sydney and Brisbane and only two hours from the coast. Armidale is a major city with a population of 24,500 people, which rests high on the

Northern Tablelands and is known for its four distinct seasons. The Armidale region boasts spectacular gorges, world-heritage national parks, cool-climate vineyards and waterfalls including the Wollomombi Falls which are one of the highest in Australia. It is an ideal area for those who enjoy outdoor adventures including canyoning, mountain climbing, biking, bird watching or trout fishing. Galleries, museums, fine foods and a vibrant event calendar including festivals, music, theatre, markets, book fairs and major sporting events guarantee an experience suitable for all ages. Armidale is rich in heritage with grand cathedrals, colonial buildings and is home to the University of New England.

For further information on the school, please visit <http://www.oconnor.nsw.edu.au/>.

Position Purpose

The position of SSO - Communications exists to support the Principal and the School Executive, by undertaking the the following duties;

- Management of communications for and on behalf of the School, this role includes but is not limited to:
 - coordination and promotion of events
 - management of the School’s website, social media sites and general promotion activities
 - production of publications and other marketing materials
 - photography
 - development of the Alumni and community relationships

- Assists with the smooth, efficient running of the office and liaison between parents, students and members of teaching and support staff.

Commencement

The commencement date for this position will be negotiated with the successful applicant.

Key Responsibilities

Duties related to the position include but are not limited to the following:

Key area	Task
Promotions & Events	<ul style="list-style-type: none"> ● Developing the school's internal and external communications plans in collaboration with school executive ● Executing the school's long-term communication strategy as outlined in the communication plan, including reviewing and implementing new marketing strategies and communications practices as required. ● Providing support on the appropriate use of digital communication platforms, including Compass, Facebook, YouTube, and other social

	<p>media.</p> <ul style="list-style-type: none"> ● Providing support to administration staff in the planning and marketing of school events and functions to the community. ● Maintaining the school website, ensuring information and multimedia content is relevant and up to date, and incorporating design and structural changes as needed. <ul style="list-style-type: none"> → Writing / editing new copy as needed → Updating policy documents and recurring event dates as needed → Producing new content and photographs as needed ● Maintaining the school's social media presence on Facebook and Instagram, including <ul style="list-style-type: none"> → Generating original video and showcase galleries → Maintaining a regular content schedule of multiple posts per week → Responding to user comments and direct messages. → Creating events for public-access performances, concerts, and information sessions → Creating and executing advertising campaigns to promote enrolments and community engagement. → Continuing to maintain audience engagement and to expand audience numbers through digital communication best practices. ● The compilation of advertisements for the local newspapers and radio. ● Production of articles of interest in the school newsletter, church bulletin, LaSalle Magazine, Diosean Viewpoint Magazine, social media and other print media. ● Liaison with local businesses regarding fundraising, vocational experience for students, joint projects etc. ● Editing, designing, and producing Student Orientation and Transition materials (as needed), including: <ul style="list-style-type: none"> → Handbooks → Forms → Surveys → Display folders ● Editing and designing presentation materials for Enrolment Information Evenings and external events (i.e. PowerPoints, prospectus materials, etc) as needed. ● School photography
Administration Duties	<ul style="list-style-type: none"> ● Reception and general office duties as required
General	<ul style="list-style-type: none"> ● Attend to any other matters appropriate for the position and consistent with the skills of the incumbent.

O'Connor Catholic College reserves the right to alter roles and responsibilities requirements as required.

General expectations of staff at O'Connor Catholic College

- Respect of and a commitment to the Catholic ethos and a willingness to foster it
- Serve the employer faithfully, honestly, efficiently and diligently and exercise all due care and skill in the performance of your duties
- Ensure appropriate behaviours when engaging with children
- Act as a team member, developing and supporting the philosophy and ethos of the team
- Willingness to undertake professional development
- Maintain strict observance of school policies, rules and procedures including the reporting of improper or unethical conduct
- Observe and comply with all WHS protocols
- The ability to maintain strict confidentiality and to exercise discretion and sound judgement
- Act in a professional and respectful manner at all times
- Comply with the [Framework for the Accreditation of Staff in Catholic Schools](#)
- Employment is conditional upon successful applicants having or obtaining a valid and current NSW Working with Children Check Clearance

Selection criteria

Essential criteria

- Ability to work in a child-related environment enabling effective response to a wide range of stakeholders– principal, teachers, CSO staff, parents, diocesan clergy, and community enquiries.
- Effective verbal communication and interpersonal skills, with the ability to liaise with people at all levels (e.g. staff, parents, students and the wider school community) in an informative, accurate and positive manner.
- Highly developed written communications skills with the ability to maintain strong attention to detail and take pride in the quality of work produced.
- Demonstrated ability to work with minimal supervision and use initiative to manage multiple priorities in a high volume work environment and to maintain a consistent level of professionalism.
- Demonstrated ability to deliver responsive and innovative client service and to work with a wide variety of clients with varying levels of technological experience.
- Sound knowledge of administrative systems and procedures, and proficiency with office technology particularly word processing, email, spreadsheets, database and presentation programs.
- An ability to work effectively within a busy team environment, and also to work unsupervised.

Application

For questions regarding the professional nature of this position, please contact Clare Healy, Principal on (02) 6772 1666.

Before submitting your application, please ensure the following:

- You have carefully read the position description and ensure you understand the role you are applying for and that it is suited to your skills, experience and qualifications.
- Complete the relevant online application form [by clicking here](#) and attach a cover letter (optional) and CV that clearly outlines your qualifications and career history.

Preferred applicants must have the right to work in Australia and will be subject to employment screening.