



POSITION DESCRIPTION

POSITION:	Parents & Friends Relationships Coordinator
ORGANISATIONAL UNIT:	Community Engagement Office
KEY RELATIONSHIPS:	This position reports to the Community Engagement Manager in the first instance. All positions at the School are ultimately responsible to the Principal
POSITION STATUS:	Part-time (0.8 FTE)
PRIMARY FOCUS:	The position of Parents & Friends Relationships Coordinator works closely with the Community Engagement Manager to organise, collate, interpret and assist in all functional aspects of the School's Community Engagement Office and Parent/Community Functions. The Parents & Friends Relationships Coordinator is the primary contact for all School Parent Groups and as such attends School events as required.
DATE:	February 2023

CAMBERWELL GIRLS GRAMMAR SCHOOL – A Community Dedicated to Learning, Action and Service

Our Vision

A leader and innovator in the education of girls, dedicated to fostering a passion for learning and building a more just and sustainable world.

Our Mission

A Christian school in the Anglican tradition, inspiring girls in their love of learning and nurturing compassionate leaders with global mindsets.

Our Values

We welcome students of all faiths and cultures, educating them to see wisdom through intellectual inquiry, service learning and spiritual growth, honouring the values of integrity, commitment, respect, hope and courage.

Our Key Areas of Focus

- Our Learning Model
- Our Community
- Our Expert Workforce

Our Motto

'Utilis in Ministerium' (Useful in Service)

COMMITMENT TO CHILD SAFETY

CGGS is a child safe organisation which welcomes all children, young people, their families and their participation. We are committed to providing culturally inclusive environments where all our students are safe and feel safe and have confidence their voice is heard. We promote positive interactions between students and adults, and between students and their peers based on mutual trust and respect.

Child safety is a shared responsibility. Everyone engaged or employed by CGGS has a role to play in promoting child safety. All are aware of their responsibility to promptly raise issues or concerns about a child's safety or wellbeing. We have zero tolerance for child abuse, and we take proactive steps to identify children who may be at risk or experiencing vulnerability to mitigate harm or distress.

Senior School / Administration

2 Torrington Street
Canterbury VIC 3126
T +61 3 9813 1166

Junior School / Ormiston

4 Mont Albert Road
Canterbury VIC 3126
T +61 3 9813 1965

camgram@cgs.vic.edu.au
cgs.vic.edu.au

ABN 79 004 166 349 CRICOS 00141J



Particular attention is given to the safety needs of Aboriginal or Torres Strait Islander students, those from culturally and linguistically diverse backgrounds, students with disabilities, international students, those unable to live at home and children and young people who identify as LGBTQIA+.

We regularly seek input from students, parents, carers, staff and volunteers in our child safe practices and communicate our policies and ongoing strategies following each systematic review.

STAFF OBLIGATION TO CHILD SAFETY

All staff at Camberwell Girls Grammar School (CGGS) take an active role, and are well informed of their obligations, in relation to Child Safety Ministerial Order No 1359 – “Child Safe Standards – Managing the Risk of Child Abuse in Schools and School Boarding Premises”. The CGGS Child Safety Commitment is incorporated into the school’s employment cycle from recruitment and reference checking to induction, probationary and 12 monthly performance reviews and regular Professional Learning. Employment at CGGS is subject to school policies including the Child Safety and Wellbeing Policy, Community Code of Conduct (includes Child Safety), Child Safety Response and Reporting Policy being read, understood and adhered to.

CHILD SAFETY EXPECTATIONS FOR PROFESSIONAL SERVICES STAFF

Professional Services staff, including the Community Relationships Coordinator, must ensure that a child safe working environment is provided at all times. Every interaction that a professional services staff member has with a CGGS student must be conducted with child safe standards in mind, having an understanding for the CGGS child safe policies and procedures. This specifically relates to all student interactions in the office, classroom, online, outdoors, other School buildings, excursions, events, camps and parent involvement activities.

THE ROLE

The Parents & Friends Relationships Coordinator works closely with the Community Engagement Manager to administer and assist with the coordination of Parent Groups and Foundation Office projects, with the support of the Community Engagement team. This role assumes the shared responsibility for support of Community Engagement programs and activities

KEY INTERNAL CONNECTIONS

Associated Relationships:

- Principal
- Chief Financial & Operating Officer
- Deputy Principal
- Heads of Senior School
- Head of Middle School
- Head of Junior School
- Community Engagement Manager
- Alumnae Relationships Coordinator
- Parent Groups & PFA Committee
- Professional Services Team
- Junior & Senior School staff

KEY DUTIES & RESPONSIBILITIES

1. Community Engagement

- Coordination of all Parent Groups, including but not limited to: Parents and Friends Association, Junior & Senior School Year Level Representatives and Past Parents.
- Manage and deliver events for Parent Groups and Community Engagement Office including:
 - Welcome drinks
 - Mother’s Day breakfast
 - Father’s Day breakfast
 - Dad’s Group x 4 events per year
 - Spring Carnival lunch



- JS Twilight Picnic
- JS Disco
- Year 6 Graduation & Supper
- Year 6 Graduation lunch
- PFA Pre-show drinks for Performing Arts events
- Support to the annual Carols and Summer Spectacular School events
- Oversee the Management and supervision of the Second-Hand Uniform Shop: including management of shop, training of volunteers, training manual and financial reporting
- Communications: include entries in school weekly newsletters and other publications (CamNews, CamLife)
- Support Community Engagement programs and activities
- Manage the CamAssist program
- Prepare Year Level Representative manuals
- Convene Past Parents group once formed

2. Database & Records Management

- Database upkeep and reporting
- Management of volunteer register: Working With Children Clearance, Community Code of Conduct for Adults (includes Child Safety), Vaccinations, Food handling, Responsible Serving of Alcohol (RSA) etc
- Generate queries and reports to assist in collection of information as required
- Maintain appropriate financial records and liaise with the finance department on all necessary matters

3. After Hours Events & Meetings

The Parents & Friends Relationships Coordinator will be expected to coordinate and attend a number of after-Community Engagement events and meetings, relating to the following areas:

- All Parent Group meetings x 8 per year, Year Level Meetings x 4
- All Parent Group events as previously specified
- Various Foundation / Community events

4. Other Duties

- Other duties as requested and appropriate to the position

QUALIFICATIONS

Essential Criteria: Working with Children Clearance
National Criminal Record Check
First Aid qualification (if not already held, participation in mandatory training required)

Desirable Criteria: Relevant tertiary qualifications and experience
Experience with a similar role /educational institution

KEY SKILLS & KNOWLEDGE

- Event management experience
- Relationship building, with the ability to relate to a variety of people
- Writing and communications
- Database management experience
- High level computer competency
- Advanced skills with Microsoft Office Suite, accuracy and efficient word processing, Excel
- Excellent customer service skills



KEY PERSONAL ATTRIBUTES

- High level interpersonal skills and proven ability to work collaboratively in a team
- Strong written and verbal communication skills
- Positive and flexible attitude
- Enthusiasm and energy
- Self-motivation
- Commitment to achieving best practice
- The ability to be discreet and maintain confidentiality
- Well-developed skills of time management, organisation and ability to multi-task

PROFESSIONAL EXPECTATIONS

All staff at CGGS are expected to:

- Demonstrate commitment to Ministerial Order No. 1359 – “Child Safe Standards – Managing the Risk of Child Abuse in Schools and School Boarding Premises and CGGS Child Safety Code of Conduct
- Have a shared responsibility for risk identification of child abuse, and be well-prepared in how to respond to child safety concerns
- Be responsive and maintain respectful communications and collaborative relationships with the CGGS community
- Model exemplary ethical behaviour and exercise informed judgments in all professional dealings
- Adhere to and implement all safe work practices and procedures in accordance with the CGGS Occupational Health & Safety policy, Workplace Health & Safety policy and Manual Handling policy
- Meet expectations as set out in the Staff Handbook
- Participate in the School Review process in order to continuously improve knowledge and practice

EXPRESSIONS OF INTEREST

All applications should be sent via email to:

Julia Ryan
Director of Human Resources
employment@cggs.vic.edu.au

CLOSING DATE

Wednesday 22 February 2023

(Shortlisting for this position will commence immediately. We encourage you to apply promptly as the advertisement may close early should a suitable applicant be sourced.).

N.B. This position description is not intended to represent the entirety of the position nor is it intended to be all-inclusive. CGGS reserves the right to modify this position description in consultation with the incumbent from time to time depending on the operational needs of the School.