



POSITION DETAILS

REPORT TO:	Manager Corporate Services
FTE:	Full Time 1.0
CLASSIFICATION LEVEL:	Grade 2

JOB SPECIFICATION

Adelaide Christian Schools (ACS) is a community of schools, both nationally and internationally. These schools provide an education of academic excellence consistent with the teachings of the Bible, to children of many Christian denominations. They teach and train students in all aspects of life in such a way that God is seen as the centre of everything. They are an extension of the home and help parents fulfil the God-given mandate to bring up their children in His ways.

The primary corporate service functions of ACS are based at the Kings Park office for Sunrise Christian Schools (SCS), Sunrise Christian School Whyalla (SCSW), International Schools, and Early Learning Centre's (ELC).

The Communications Officer position is based at the Kings Park Corporate Services office, is accountable to the Marketing & Communications Coordinator.

POSITION OVERVIEW

Position Summary	<p>As the Communications Officer, you will have the opportunity to provide valuable support and contribute to the success of various marketing initiatives in conjunction with the Marketing and Communications Coordinator.</p> <p>The Communications Officer would fit nicely into a small team, providing a personable yet professional service to all stakeholders and positively impact the team and the organisation.</p>
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KEY RESPONSIBILITIES

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Communication	<p>You will be responsible for delivering the following key tasks as outlined below:</p> <ul style="list-style-type: none">• Maintain and update website and marketing intranet assets with the Marketing and Communications Coordinator.• Review and proof marketing collateral from various stakeholders.• Coordinate and regularly schedule social media posts for schools and early learning centres.• Build positive working relationships with internal and external stakeholders.• Work alongside contractors to create promotional items and content for schools and early learning centres.• When required, visit schools and early learning centres to maintain quality and professional relationships and assist with marketing and communications activities.• Assist with fundraising activities.• Uncover key stories across the organisation and develop branded content for maximum impact across marketing channels.
Corporate / Organisational	<ul style="list-style-type: none">• Support the Marketing and Communications Coordinator with the delivery of projects to achieve set goals, improve processes and implement new ideas.• Work collaboratively with schools and early learning centres to support opportunities for promotion and leverage their activities and events for marketing outputs.• Assist with other marketing and communications duties as required within the Corporate Office.• Coordinate and action requests for branded promotional items.

PERSON SPECIFICATION

ESSENTIAL MINIMUM REQUIREMENTS

<p>QUALIFICATIONS</p>	<ul style="list-style-type: none"> • Have or working towards a relevant certificate in the discipline of marketing, communications or similar will be highly regarded. • Provide a satisfactory Working with Children Check (WWCC) or be willing to obtain one. • Provide a satisfactory National Criminal History Check or be willing to obtain one. • Provide evidence of Responding to Risk of Harm, Abuse & Neglect – Education & Care (RRHAN-EC) training or be willing to complete. • Protective Practices training.
<p>SKILLS & ABILITIES</p>	<p>Within the context of the role described above, the ideal applicant will be someone who has the following key capabilities:</p> <ul style="list-style-type: none"> • Ability to apply appropriate knowledge prepare visual and written content as required. • Competent in the use of computer programs, including Adobe Suite and Canva. • Proficiency in content creation and social media management tools. • Outstanding attention to detail. • Ability to grasp concepts and apply learned knowledge with ease and efficiency. • Ability to complete work to a high standard. • Ability to prioritise tasks. • Ability to work in a team and autonomously. • Flexibility to work with changing priorities and deadlines where needed. • High level of organisational skills. • Experience in design, video production and written content. • A driver's licence is essential.
<p>PERSONAL ATTRIBUTES</p>	<ul style="list-style-type: none"> • You enjoy learning new knowledge and skills and are willing to engage in various projects. • An ongoing commitment to the Lord Jesus Christ as Lord and Saviour, consistent with the Biblical standards of Adelaide Christian Centre.



	<ul style="list-style-type: none"> • A mature faith and active involvement in a local church. • A proven lifestyle founded on Biblical Christian principles. • A life that demonstrates the indwelling of the Holy Spirit. • A willingness to affirm the foundation statements and principles promulgated by the School and ACS. • A Christian with a strong commitment to Christian Education and a determination to serve God in a Christian school community.
EXPERIENCE	<ul style="list-style-type: none"> • Proven experience in completing marketing or related communications tasks with a high degree of accuracy to a high standard. • Proven experience in content development for marketing and communications purposes. • Experience in working as part of a team. • Experience in Microsoft Office products. Adobe Photoshop, InDesign, Acrobat, social media platforms, and video production tools.
KNOWLEDGE	<ul style="list-style-type: none"> • An understanding of the best practices of main social media channels, including Facebook, Instagram, and LinkedIn. • An understanding of MacBook computers.


DESIRABLE CHARACTERISTICS

QUALIFICATIONS	<ul style="list-style-type: none"> • Completed a marketing or communications degree or have obtained similar qualifications.
SKILLS & ABILITIES	<ul style="list-style-type: none"> • Ability to demonstrate initiative and to take a proactive and flexible approach to tasks where appropriate.
PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> • Honest and reliable. • Highly organised and detail-oriented. • Pursues continuous growth. • Excellent interpersonal and communication skills. • Professional. • Ability to self-motivate within the work environment.
EXPERIENCE	<ul style="list-style-type: none"> • Previous experience in a school or educational environment will be highly regarded but optional.



KNOWLEDGE	<ul style="list-style-type: none"> • Knowledge of and the ability to implement effective marketing strategies, including appropriate technology and tools.
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The requirements of this job & person specification are intended to describe the general nature and responsibility of work in this job. These statements are not to be construed as an exhaustive list of all duties, tasks and skills required of the job. This job & person specification should be read in conjunction with the employee's current Employment Agreement and the Enterprise Agreement. Employees will also be required to follow any other job-related instructions and school policies, and to perform other job-related duties requested by their Manager. The Manager Corporate Services may, through consultation with the employee, vary the responsibilities of the position temporarily as required, but within the skills and responsibility levels appropriate to the position.

Authorised by:  Date _____
 Manager Corporate Services

Accepted by: _____ Date _____
 Applicant