

## POSITION DESCRIPTION

# OLD SCHOLARS' ENGAGEMENT COORDINATOR

Position Title	Old Scholars Engagement Coordinator
Reporting to	Head of Advancement
School Values	Respectful Relationships Responsible Citizen Adventurous Learner A True and Courageous Self

Wilderness School is a non-denominational girl's school educating students from Early Learning Centre through to Year 12. Since 1884, Wilderness School has prepared girls to be adventurous, courageous, responsible, and respectful learners and leaders. The legacy of our Founders, the Misses Browns, continues today and is a rich and integral part of our School culture.

Staff members at Wilderness School are required to uphold the values and the reputation of our school and community by:

- Conducting their relationships with respect and kindness
- Demonstrating high behavioural, moral, ethical and professional work standards
- Working together to successfully manage change

### Role Purpose:

The Old Scholars' Engagement Coordinator is the first point of contact with Wilderness Old Scholars on behalf of Wilderness School. Reporting to the Head of Advancement, the Old Scholars' Engagement Coordinator works closely with the Advancement Team, the Director of Marketing and Communications and the Wilderness Old Scholars' Association. This role is responsible for implementing programs and activities that engage and encourage old scholars to maintain their interest in and passion for the School, thus contributing to the School's overarching engagement and philanthropic goals.

### Key Areas of Responsibility:

<b>WOSA</b> <ul style="list-style-type: none"><li>• Act as the liaison between the School and the Wilderness Old Scholars Association (WOSA), utilising the School's event booking system and operational procedures to ensure events suit other events and activities occurring in the School.</li><li>• Support WOSA events held at the School.</li><li>• Represent the Principal and/or Head of Advancement at WOSA Committee meetings as required.</li><li>• Respond to relevant Committee actions and ensure AGM meeting announcements are made in accordance with the WOSA constitution.</li></ul>
<b>Social Media Engagement</b> <ul style="list-style-type: none"><li>• Manage the School's online social media networks that are specific to the old scholar community.</li><li>• Research and curate content across old scholar social media platforms, proactively sharing old scholar specific news with online communities to increase participation rates.</li><li>• Produce and implement an annual suite of event communications on old scholar social media platforms, ensuring accuracy and consistency of information.</li><li>• Develop and deliver an old scholar social media communications plan including scheduling weekly posts.</li><li>• Monitor and respond on behalf of WOSA and the School to social media comments and feedback and refer complaints or negative feedback to the Head of Advancement and the Director of Communications and Marketing.</li></ul>
<b>Events</b> <ul style="list-style-type: none"><li>• Develop and implement an annual program of old scholar events from concept to delivery, including graduating reunions, to maximise attendance of Wilderness old scholars to nurture their acquaintance with and support of the School.</li><li>• Attendance at Old Scholar events as agreed with the Head of Advancement.</li><li>• Recruit and manage relationships with class representatives for old scholar reunion groups to ensure events are on brand, uphold protocols, and maintain the School's reputation.</li></ul>

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<ul style="list-style-type: none"><li>• Develop communications plans and content for old scholar events and collaborate with the Communications and Marketing Team for production and dissemination, ensuring that publications deadlines are met and that the School's brand and style integrity is upheld.</li><li>• Oversee online ticketing platforms, handle accounts and manage event RSVPs.</li><li>• Undertake other responsibilities as required by the Head of Advancement.</li></ul>
<b>Data Administration</b>
<ul style="list-style-type: none"><li>• Procure old scholar updates, such as births, deaths, marriages and other milestone events through reaching out and connecting with old scholars to grow and build the capacity and integrity of old scholar constituency records.</li><li>• Ensure old scholar records are current by procuring and cascading information updates to the appropriate persons to import to the School database.</li><li>• Produce event attendance reports for old scholar events and provide contact information updates to the Advancement Office for import to the School database.</li><li>• Maintain and prepare regular reporting to the Head of Advancement.</li><li>• Identify potential prospects from the Old Scholar community for donations and liaise with the Head of Advancement for appropriate prospect research and cultivation.</li></ul>
<b>Publications</b>
<ul style="list-style-type: none"><li>• Research, curate and copy write old scholar stories, articles and images for the Wilderness Times, with frequency determined by the annual publication schedule.</li><li>• Continue to build the database of intergenerational families and Wilderness Women Leading the Way, through one-to-one solicitation, and draft copy and source supporting imagery for Wilderness Times.</li><li>• Source images of old scholar activities for Wilderness Times announcements and provide event reflections.</li></ul>
<b>Compliance and Risk Mitigation</b>
<ul style="list-style-type: none"><li>• Ensure compliance by adopting safe work practices and all statutory, legal and ethical obligations.</li><li>• Ensure compliance with Wilderness policies and procedures as well as reasonable directions.</li><li>• Identify and implement risk minimising strategies and practices.</li></ul>
<b>Collaboration and Teamwork</b>
<ul style="list-style-type: none"><li>• Contribute to the team's achievement through collaborative work practices.</li><li>• Actively coach and mentor team members to build knowledge and skill development.</li><li>• Deliver high-level customer service to internal and external customers.</li></ul>

### Key Requirements of the Role:

<b>Qualifications and Experience</b>
<ul style="list-style-type: none"><li>• Business administration, marketing, or equivalent qualifications or similar will be highly regarded</li><li>• Demonstrated experience in an event/project coordination role is highly desirable.</li><li>• Demonstrated experience and knowledge of social media marketing.</li><li>• Demonstrated experience organising, determining priorities and managing competing deadlines.</li><li>• Experience demonstrating a collaborative, enthusiastic and inclusive approach to work and a strong ability to build relationships based on trust.</li><li>• High proficiency in Microsoft 365 and ability to learn new platforms.</li><li>• Experience with SchoolBox and/or Synergetic is preferred.</li></ul>
<b>Personal Qualities</b>
<ul style="list-style-type: none"><li>• Highly developed written and verbal communication skills.</li><li>• Strong relationship management skills – builds respectful, productive relationships with ease</li><li>• Ability to work autonomously, as part of a team and in co-ordination with other groups of the school community.</li><li>• Solutions orientated and the ability to work autonomously and proactively while maintaining a high level of integrity, confidentiality, and diplomacy.</li><li>• Commitment to high quality outcomes, including an attention to detail, the ability to organise and analyse information from a wide range of sources, and an ability to relate tasks to the wider context.</li><li>• Demonstrated problem solving capabilities – the ability to identify effective solutions, anticipate needs and manage competing priorities.</li><li>• Understanding of and commitment to the Wilderness School Values.</li></ul>

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### Conditions:

- Some out of hours' work is an essential component of this role.
- Work from any other metropolitan location as required.
- Some Interstate and Intrastate travel may be a requirement of this position.
- The School reserves the right to modify and adjust position descriptions to meet its operational and strategic need.
- The successful applicant will be required to undergo a Working With Children Check and Responding to Risks of Harm, Abuse and Neglect Training. In addition, you are required to adhere to the School's Child Protection Policy.

### Acknowledgement:

I have received, reviewed and fully understand the position description. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Signed:

Date:

Print Name: