



Development and Alumni Officer Position Description

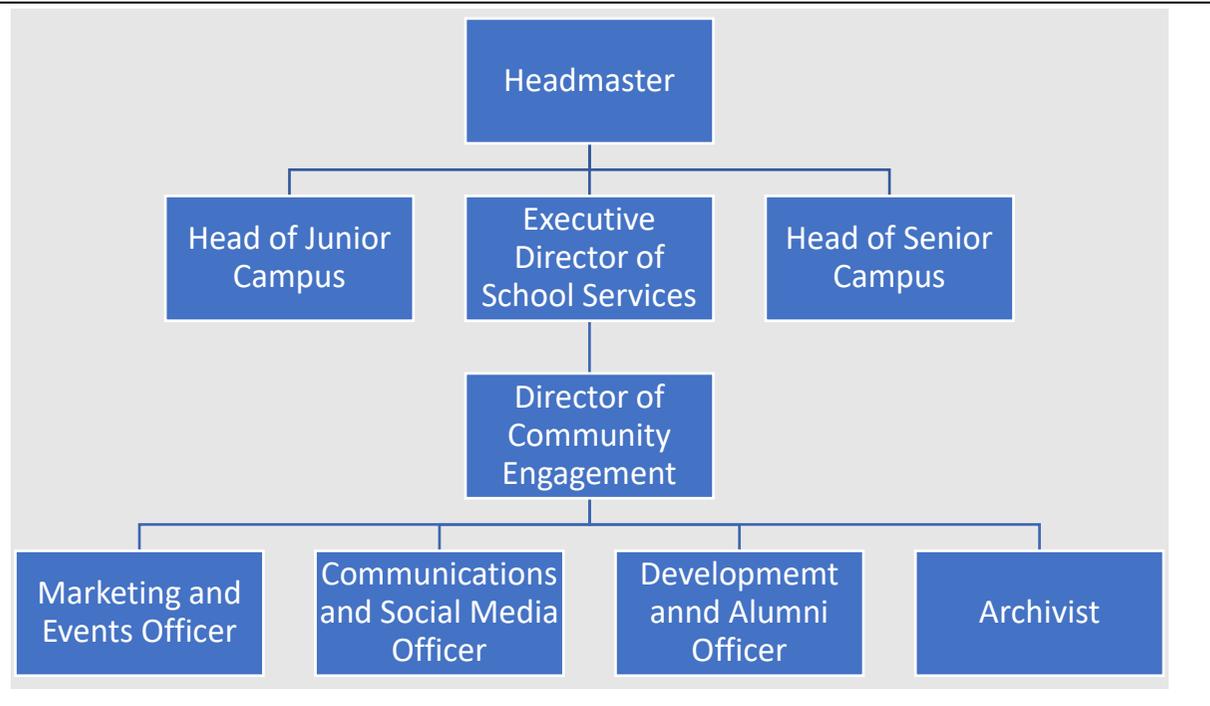
POSITION DETAILS			
Department	Community Engagement	Enterprise Agreement	Educational Services (Schools) General Staff Award 2020
Location	Senior Campus	Remuneration	School Administration Services Grade 6
Manager	Director of Community Engagement	WHS Role	Workplace Health and Safety Worker
Employment Status	Full time	Date	April 2021

ABOUT LAUNCESTON CHURCH GRAMMAR SCHOOL		
<p>Launceston Church Grammar School is an Anglican co-educational day and boarding community where global learners and leaders are nurtured, challenged and inspired to serve and shape our world with courage, curiosity, creativity and compassion.</p>		
GRAMMAR IDENTITY	GRAMMAR IDENTITY IN ACTION	GRAMMAR VIRTUES
<ul style="list-style-type: none"> • Global Learners and Leaders • Courageous Learners and Leaders • Curious Learners and Leaders • Creative Learners and Leaders • Compassionate Learners and Leaders 	<ul style="list-style-type: none"> • Understanding, engaging and influencing our world. • Embracing challenges in our world with sincerity and justice. • Exploring and examining our world. • Discovering and designing solutions for our world. • Seeking and serving the needs of our world. 	<ul style="list-style-type: none"> • Wisdom, Gentleness, Love • Sincerity, Justice, Forgiveness • Humility, Thankfulness, Patience • Hope, Joy, Perseverance • Service, Compassion, Kindness

PURPOSE OF THE POSITION

As part of the Community Engagement team, the Development and Alumni Officer assists to promote a culture of engagement and philanthropy with the Launceston Grammar community through the effective management of fundraising, marketing, and stakeholder management. The primary responsibility of the Development and Alumni Officer is to oversee the School's fundraising campaigns and build and maintain connections with the School's key community members, particularly alumni. The Development and Alumni Officer will often be the first point of contact for alumni and will contribute to the delivery of an engagement strategy that builds and sustains affinity and connection with the School.

REPORTING RELATIONSHIPS

	Direct Report	Nil
 <pre> graph TD HM[Headmaster] --> HJC[Head of Junior Campus] HM --> EDS[Executive Director of School Services] HM --> HSC[Head of Senior Campus] EDS --> DCE[Director of Community Engagement] DCE --> MEO[Marketing and Events Officer] DCE --> CSO[Communications and Social Media Officer] DCE --> DAO[Development and Alumni Officer] DCE --> A[Archivist] </pre>	Key Relationships	<ul style="list-style-type: none"> • Headmaster • Executive Director of School Services • Head of Senior Campus • Head of Junior Campus • Staff Executive Team • Director of Community Engagement • Marketing and Events Officer • Communications and Social Media Officer • Archivist • Teaching Staff • General Staff • Students • Parents • Alumni • Volunteers

CLASSIFICATION DETAILS (Pay-level 6)	
Competency	<ul style="list-style-type: none"> Competency at this level involves self-directed application of knowledge with substantial depth in some areas. A range of technical and other skills are applied to roles and functions in both varied and highly specific contexts. Competencies are normally used independently and both routinely and non-routinely. Discretion and judgement are required in planning and selecting appropriate equipment, service techniques and work organisation for self and/or others.
Judgement, Independence & Problem Solving	<ul style="list-style-type: none"> Problem solving involves the identification and analysis of diverse problems. Solve problems through standard application of theoretical principles and techniques at degree level. Apply standard technical training and experience to solve problems. Apply expertise to the making of decisions. Being responsible for co-ordinating a team to provide an administrative service.
Level of Supervision	<ul style="list-style-type: none"> Routine supervision to general direction, depending on tasks involved and experience. May supervise other staff at levels below Level 5.

SELECTION CRITERIA	
Qualifications & Licences	<p>Education - a degree in a relevant discipline e.g. Business, Commerce, or Arts.</p> <p>Working with Vulnerable People Registration – Department of Consumer, Building and Occupational Services.</p> <p>National Police History Record Check – Tasmania Police</p> <p>HLTAID004 – Provide First Aid in an Education and Care Setting</p>
Experience	<p>Fundraising, marketing and/or communications – prior experience working in fundraising and / or marketing with a School environment.</p> <p>Stakeholder engagement and community – proven ability to initiate and maintain stakeholder and community engagement.</p> <p>Developing strategies and effective implementation – proven experience in developing strategies to meet departmental goals that align to the Strategic Plan and ability to effectively implement through to the end.</p> <p>Confidentiality - ability to use discretion and maintain confidentiality at all times.</p>
Knowledge	<p>Customer and Personal Service - Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.</p>

	<p>Clerical - Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.</p> <p>English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.</p>
Skills	<p>Management of Financial Resources — Determining how money will be spent to get the work done, and accounting for these expenditures. Ability to deliver within budget.</p> <p>Service Orientation — Actively looking for ways to help people.</p> <p>Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.</p> <p>Reading Comprehension — Understanding written sentences and paragraphs in work related documents.</p> <p>Writing — Communicating effectively in writing as appropriate for the needs of the audience.</p> <p>Speaking — Talking to others to convey information effectively.</p> <p>Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.</p> <p>Time Management — Managing one's own time and the time of others.</p> <p>Information Technology – Demonstrated competence in the use of information technology, particularly Microsoft Office and demonstrated experience in using databases.</p>
Personal Attributes	<p>Honourable – A high level of integrity and professionalism.</p> <p>Engaging – Excellent interpersonal skills with an ability to engage with individuals from all backgrounds.</p>

PROFESSIONAL PRACTICE		
KEY RESULT AREAS	KEY TASKS	KEY PERFORMANCE INDICATORS
Strategic	<ul style="list-style-type: none"> • Provide leadership and coordinate all aspects of philanthropy at Launceston Grammar. • Foster a culture of philanthropy within the School community. • Develop and implement a long-term fundraising strategy for securing support from the School community of current and past families, alumni and other supporters of the School. 	<ul style="list-style-type: none"> • Enable the Community Engagement Team to successfully achieve the team strategies. • Develop positive relationships with the Alumni community • Maintain knowledge of charitable, education and business sectors. • Maintain confidentiality and discretion at all times.

	<ul style="list-style-type: none"> • Manage the marketing and communication strategy, with the Director of Community Engagement, to support and enhance School's objectives related to alumni and fundraising • Provide direction and execute capital campaigns and annual appeals in support of the School's aspirations. • Contribute philanthropy-focussed editorial material through the School's communication channels, including the School's magazine, News from Launceston Grammar, School website, and Donor Supporters and Alumni newsletters. • Effectively engage with and support the Board, Headmaster, Senior Executive and Executive members to advance and facilitate their interactions with donors, fundraising strategies, and activities. • Conduct on-going market research and measurement of Alumni and philanthropy • Keep abreast of developments in the charitable, education and business sectors which might provide opportunities for philanthropy activity. 	
Annual Giving	<ul style="list-style-type: none"> • Direct and coordinate an engaging and persuasive Annual Giving appeal which inspires support from the school community, including preparation of collateral, copy and mailing strategy. 	<ul style="list-style-type: none"> • Execute a successful annual giving appeal.
Donors Relations/ Major Prospective Donors	<ul style="list-style-type: none"> • Create persuasive and inspiring cases for support, gift opportunities and related proposals. • Develop and oversee a comprehensive prospect management tracking system to identify and manage current and prospective donors with a focus on building a gift pipeline of major gifts to support the School's strategic objectives by: <ul style="list-style-type: none"> ○ Conducting prospect research to identify future donors and develop prospect profiles. 	<ul style="list-style-type: none"> • All Donor Relations are completed in accordance with School policies. • Maintain confidentiality and discretion at all times.

	<ul style="list-style-type: none"> ○ initiating and developing strong relationships with current and prospective donors. ○ developing tailored strategies to establish mutually beneficial relationships with donors through face-to-face meetings, events and regular communications. ○ developing fundraising asks that are aligned to key strategic areas for the School whilst meeting the donor's vision, needs and expectations. ○ Ensuring donors continue to be appropriately thanked and recognised for their support. ● As required, recruit and support Philanthropy and Alumni ambassadors. ● Develop and oversee the compilation of philanthropy collateral, the annual Thanks to You impact report and other donor communications. Identify opportunities to share and promote philanthropy stories and donor impact stories through the School's printed and online communication channels. 	
Bequest Programme	<ul style="list-style-type: none"> ● Seek to identify prospective bequestors and cultivate their involvement and interests in the School. ● Educate potential bequestors as to how they might direct their bequest, with the dual aim of securing funds and fulfilling the bequestors' needs. ● Develop contacts with, and gain, voluntary assistance from legal and accounting professionals, who might help promote the School as a recipient of bequests. ● Lead and develop the Bequest programme, ensuring the programme maintains a profile in the School community 	<ul style="list-style-type: none"> ● Maintain confidentiality and discretion at all times. ● Develop and monitor a successful bequest programme.
Alumni Engagement and Relationship Building	<ul style="list-style-type: none"> ● Oversee an active and engaging alumni programme ● Create and develop the annual Alumni events calendar ● Undertake event planning including management of the event brand, invitations, promotion and RSVPs for the events and post-event communication 	<ul style="list-style-type: none"> ● Develop positive relationships with the Alumni community ● Maintain confidentiality and discretion at all times.

	<ul style="list-style-type: none"> • Preparation of event briefs for Senior Executive and other stakeholders (where applicable) • Host reunion events • To maintain an excellent supportive relationship with the Old Launcestonians' Association and Broadland House Old Girls' Association committees. • Oversee the continuing development of an up-to-date alumni database including attendance at events, donations, gifts, births, deaths and marriages etc. • Mail condolences; congratulations etc. to alumni. • Meet and greet alumni who make planned or unplanned visits to the School. 	
Management or oversight of the DV Gunn Archives Volunteer Programme	<ul style="list-style-type: none"> • Provide support and guidance to the DV Gunn Archives volunteers, including undertaking the recruiting, inducting and retaining volunteers. 	<ul style="list-style-type: none"> • Collaborative and positive relationships with stakeholders.
Other	<ul style="list-style-type: none"> • Attend School, donor and alumni events (including the Association Committee meetings) necessary for developing relationships with members of the School community. These events may occur out of hours and at weekends. • Develop and ensure adherence to philanthropy policies – gift processing procedures, naming policies etc. • Oversee and manage the accuracy of the financial records of gifts received. • Provide timely reports on fundraising initiatives and activities as required • Prepare for, and minute, Grammar Fund Committee meeting. • Undertake Executive Officer duties to support the Grammar Fund Committee, inclusive of review of terms of reference, membership composition and length of service/membership for Committee members 	<ul style="list-style-type: none"> • Participate in various events • Maintain positive relationships with key stakeholders of the School • Maintain accurate records of transactions.

PROFESSIONAL BEHAVIOUR

KEY RESULT AREAS	KEY TASKS	KEY PERFORMANCE INDICATORS
Safeguarding Children and Young People	<ul style="list-style-type: none"> • Provide a welcoming and safe environment for children and young people. • Promote the safety and wellbeing of children and young people to whom we provide services • Ensure that your interactions with children and young people are positive and safe. • Provide adequate care and supervision of children and young people in your charge. • Act as a positive role model for children and young people. • Report any suspicions, concerns, allegations or disclosures of alleged abuse to management. • Maintain valid 'working with children' documentation. • Undergo periodic 'national criminal history record' checks. • Report to management any criminal charges or convictions you receive during the course of your employment that may indicate a possible risk to children and young people. 	<ul style="list-style-type: none"> • 100% compliance with the behaviour standards outlined in our Practice and Behaviour Guidelines / Safeguarding Code of Conduct.
Work Safety	<ul style="list-style-type: none"> • Ensure you behave in a way that is safe and appropriate in all situations. • Undertake any training as required for the effective performance of your duties. • Follow Launceston Church Grammar School Workplace Health and Safety policy and procedures. • Report any hazards, accident and incidents. 	<ul style="list-style-type: none"> • Student and staff safety are maximised. • Students and staff are not exposed to unnecessary risk of harm. • All Launceston Church Grammar School policy compliance is met.

As the needs of the School change, other duties and responsibilities as reasonably required by the Director of Community Engagement, may be allocated.

CONDITIONS OF EMPLOYMENT	
Employment Legislation	<p>Specific conditions of employment are derived from the Fair Work Act 2009, the Educational Services (Schools) General Staff Award 2010 and the Launceston Church Grammar School (General Staff) Enterprise Agreement. These documents may be viewed at:</p> <p>Fair Work Act http://www.austlii.edu.au/au/legis/cth/consol_act/fwa2009114/</p> <p>Educational Services (Schools) General Staff Award 2010 https://www.fwc.gov.au/documents/documents/modern_awards/award/ma000076/default.htm</p> <p>Launceston Church Grammar School (General Staff) Enterprise Agreement https://www.fwc.gov.au/documents/documents/agreements/fwa/ae417496.pdf</p>
Remuneration	Remuneration will be discussed through the recruitment process.
Ordinary Hours of Work	The ordinary hours of work are 37.5 hours per week. A typical day is 8.30 am to 5.00 pm. From time to time, depending on the event, there is a requirement to work outside of normal business hours.
Working with Vulnerable People Registration	<p>In accordance with the provisions of the <i>Working with Vulnerable People Act 2013 (Tasmania)</i>, all Launceston Church Grammar School employees are required to register to work with vulnerable people. This registration is commonly referred to as the Working with Children Check. Registration is issued by the Department of Consumer, Building and Occupational services; please refer to https://www.cbos.tas.gov.au/topics/licensing-and-registration/registrations/work-with-vulnerable-people for further information.</p> <p>Registration is valid for three years. Employees are responsible for the cost of registration. At the commencement of employment and every three years thereafter, employees must supply the Human Resources Department with a copy of their registration details or complete a Registration to Work with Vulnerable People Statutory Declaration until their registration application has been processed. Failure to obtain and / or maintain registration may result in termination of employment.</p>
National Police History Record Check	All Launceston Church Grammar School employees are required to hold a National Police History Record Check that is current at the time of commencement of employment and renewed every three years thereafter.

First Aid	<p>All Launceston Church Grammar School employees are required to hold the HLTAID004 – Provide First Aid in an Education and Care Setting qualification.</p> <p>Employees are responsible for initial cost of this qualification. The School provides for the 3 yearly re-certification of this qualification, following commencement of employment.</p>
Travel	<p>This position is based at the Senior Campus in Mowbray Heights, however the need to travel both locally and interstate may arise.</p>
Workplace Health and Safety	<p>As an employee of Launceston Church Grammar School, while at work you must:</p> <ul style="list-style-type: none"> • Take reasonable care for your own health and safety; and • Take reasonable care that your acts or omissions do not adversely affect the health and safety of others; and • Comply, so far as you are reasonably able to, with reasonable instruction provided by the School; and • Co-operate with reasonable policy and procedure relating to health and safety at the workplace that has been notified to staff by the School. <p>Specific terms of reference can be found in Clause 28 the Work Health and Safety Act 2012 (Tasmania).</p>