



Position Description

TITLE	Alumni Officer
EMPLOYMENT STATUS	Permanent, fulltime, 1FTE
DEPARTMENT	Advancement, Marcomm and Enrolments
ORDINARY HOURS OF WORK	Monday to Friday, typically 8am to 4pm, 37.5 hours per week
ENTERPRISE AGREEMENT	Launceston Church Grammar School General Staff Enterprise Agreement
EA CLASSIFICATION	School Administration Services, Grade TBC
REPORTS TO	Director of Advancement
REPORTS	Nil
LOCATION	Senior Campus

Scope of position

Launceston Church Grammar School fosters ongoing relationships with past students on a local, national and international level. The Alumni Officer is responsible for the cultivation, engagement and relationship management of alumni of Launceston Church Grammar School. A key role within this position is to promote the philanthropic activities of the School's alumni while maintaining the inclusion of alumni in internal and external engagement opportunities. As part of a strategic and integrated alumni engagement program.

The primary responsibility of this position is to build and maintain connections with the School's key community and alumni members. You 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.

Duties and Responsibilities

- Manage and update alumni contact information and communicate changes to relevant stakeholders.
- Develop and maintain a comprehensive alumni database, ensuring accurate and up-to-date records of contact details, events, donations, and overall milestones.
- Identify and engage class representatives for reunion year groups and generate reports on alumni events and initiatives.
- Contribute engaging and informative articles for newsletters and the school website to enhance communication and connection within the alumni community.
- Encourage staff participation in 5-year and 10-year reunion events.
- Facilitate alumni involvement through knowledge-sharing opportunities, campus tours, and event attendance.
- Plan and execute alumni reunions, meetings, and special events with Events Coordinator.
- Develop relationships with alumni locally, regionally, nationally, and internationally.
- Cultivate relationships with alumni as current and prospective donors to the school.
- Support and expand existing chapters and alumni networks.
- Implement a strategic program of events and activities to engage alumni, guided by the Director of Advancement.
- Provide support to alumni sectors and offer guidance to reunion/chapter leadership.
- Oversee an active and engaging alumni program, and work in conjunction with the Events Coordinator in creating and maintaining the annual events calendar in relation to alumni.
- Prepare event briefs for Senior Executive and stakeholders as needed.
- Manage and update the alumni database, including event attendance, donations, gifts, and life events.
- Handle correspondence such as condolences and congratulations to alumni.
- Meet and greet alumni during planned or unplanned visits to the School.
- Perform any other duties as required by the Manager.



Position Description

Key Selection Criteria

- Certificate in Business, Marketing, Events or similar or equivalent skill/experience.
- Working with Vulnerable People Registration – Department of Consumer, Building and Occupational Services.
- National Police Check or ability to obtain.
- Strong and thorough data entry and data management skills.
- Excellent interpersonal skills with a demonstrated ability to build rapport and interact effectively and respectfully with individuals and agencies across diverse backgrounds.
- Strong organisational and productivity management skills
- Ability to work independently while supporting and promoting team outcomes and activities.
- Experience in initiating and maintaining stakeholder and community engagement.
- A demonstrated adherence to confidentiality and privacy guidelines.
- Ability to deliver substantial and effective outcomes within budget.
- Excellent interpersonal skills with an ability to engage with individuals from all backgrounds.
- Experience with working in a fundraising, alumni or development area in the education sector will be an advantage.
- Experience with working with volunteers (desirable)
- This position is based at the Senior Campus but may be required to travel both locally and interstate during the course of their duties.

WORKPLACE HEALTH AND SAFETY - WORKER

- Take reasonable care for your own health and safety
- Take reasonable care that your acts or omissions do not adversely affect the health and safety of others
- Comply, so far as you are reasonably able to, with reasonable instruction provided by the School
- Co-operate with reasonable policy and procedure relating to health and safety at the workplace that has been notified to staff by the School including reporting any hazards, incidents and near misses.

Safeguarding Children and Young People

Launceston Church Grammar School is an Australian Childhood Foundation Accredited School and we take the safeguarding of children and young people seriously.

- Ensure all Launceston Church Grammar School policy compliance is met;
- 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 vulnerable people registration; and
- Report to management any criminal charges or convictions you receive during your employment that may indicate a possible risk to children and young people.

Attitudes and personal qualities

- Genuine enthusiasm for fostering connections and relationships
- Flexible and adaptable to navigate various tasks and respond to the dynamic needs of alumni engagement.
- Proactive with can do attitude
- Sense of humour
- Supportive of the Anglican Ethos of Launceston Church Grammar School
- Honest, trustworthy and ethical
- Well-developed interpersonal and communication skills, balanced with a respect for confidentiality