



**ALL SAINTS'  
COLLEGE**



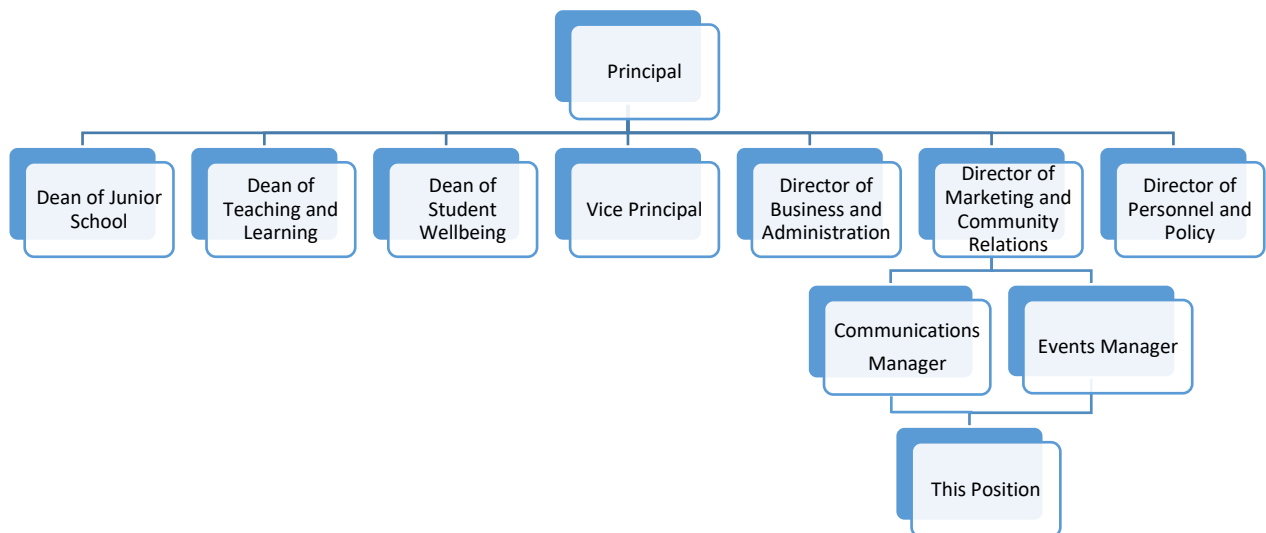
## **DUTY STATEMENT MARKETING AND COMMUNITY RELATIONS ASSISTANT (0.5 FTE Internship – until 24 December 2021)**

***All Saints' College prioritises the safety, welfare and wellbeing of children and young people, and expects all staff and volunteers to share this commitment.***

### **POSITION PURPOSE**

The Marketing and Community Relations Assistant (MCRA) is directly responsible to the Communications Manager (CM) and Events Manager (EM) for providing communication, marketing and events-related support to various functional areas of the Department.

### **ORGANISATION STRUCTURE**



## KEY RESPONSIBILITIES

The MCRA will assist the CM and EM to provide basic technical, administrative and general assistance to support various activities of the College and its Departments.

### 1. Administration

- (a) Use a calendaring system (Microsoft Outlook) to organise time allocation for various support activities.
- (b) Assist senior staff in the department with any administrative duties required.
- (c) Provide administrative support to the department generally when appropriate.

### 2. Communications

- (a) Assist in the content creation / editing for *The Dove and Columba*.
- (b) Assist with the production of content for *The Courier*.
- (c) Assist CM in the annual whole of school photography process.

### 3. Community Relations / Events

- (a) Assist Alumni/Promotions Officer (APO) in the production of Case Studies for promotion.
- (b) Support the EM in the creation of invitations / badges / signage to events and attendance where directed.
- (c) Support the EM by working inside Trybooking.com to facilitate attendance at events.
- (d) Assist the EM in setting up catering / seating at certain events.

### 4. Public Relations

- (a) Assist with the drafting of press releases for approval by CM.
- (b) Take photos of students / staff for PR / website activity.

### 5. Website / social media

- (a) Participate in video shoots for website and other channels for approval by CM.
- (b) Upload and edit content to the ASC website to ensure timeliness and consistency.
- (c) Support loading of content onto College social media platforms.

### 6. Internal communication

- (a) Work with CM to insert infographic and video / illustrations into internal comms distribution.
- (b) Ensure that posters / information is distributed and taken down in a timely fashion from across the College's pin up boards.
- (c) When required, assist with uploading content to the College TV screens to ensure relevance and consistency of message.

## **7. Staff Expectations**

- (a) Serve as a good ambassador of the College. This includes conducting oneself in accordance with the professional standards of the College.
- (b) Ensure all staff and students are provided with a quality service in a timely, efficient and friendly manner.
- (c) Maintain professional confidentiality concerning information about staff and/or students.
- (d) Strive to implement productivity, quality and service improvements on a continual basis.
- (e) Comply with Occupational Health and Safety requirements in the workplace.
- (f) Ensure that all documents are prepared and presented in a professional format in keeping with the College practice and that high standards of spelling, grammar and punctuation are maintained.
- (g) Operate as a 'team player' at all times and fully support the Principal, Leadership Team and activities of the College.

## **8. Other Duties**

- (a) On occasions, you may be directed to undertake other duties as required.

*The College recognises that Duty Statements are dynamic documents.  
They are reviewed annually or as required.*

July 2021