



1923 - 2023

Community Engagement Administrator

Information for Applicants



Key information



Position Title: Community Engagement Administrator

Closing Date: Friday 27 May 2022

How to apply

All applications should be submitted via email to rachelle.mathews@medbury.school.nz

Applications should include:

1. A letter of application addressed to the Acting Headmaster, Mr Warren Durant.
2. Current resume outlining your career history.
3. Contact details of at least three professional referees.

The successful applicant will be subject to employment screening, which will include:

1. Reference checking and verification of employment history.
2. Police vetting check.

The School is committed to providing a safe environment for all students and staff. Applicants must be committed to the values of our child-safe environment.

Questions

Initial enquiries can be directed to the Advancement Manager on 03 351 6169 or victoria.tait@medbury.school.nz. Information for applicants can be found on the Vacancies page of the School's website: medbury.school.nz

Position Details

Position Title:	Community Engagement Administrator
Employment Type:	Part Time (30 hours per week during term time), Fixed Term (12 months), Salaried Position.
Location:	Medbury School, Clyde Road, Ilam
Group:	Marketing/Advancement
Responsible to:	Manager of Advancement

Key Functional Working Relationships:

Manager of Advancement
Marketing and Communications Manager
Senior Leadership Team

Primary Purpose of the Position:

The Community Engagement Administrator role will be part of our Advancement and Communications team, working across digital, social media, marketing, archives, fundraising, events and alumni.

You will:

- Be responsible for co-ordinating the administration requirements of the Advancement Office, including importing data to our CRM (PC Schools) as well as maintaining our donor database (Potentiality).
- Assist in facilitating the delivery of the Centenary events including, working with external suppliers, creating detailed event plans and run sheets, ticketing and communication.
- Assist in implementing a social media strategy to enhance engagement leading up to our Centenary celebrations for both School and alumni.
- Assist in all communications sent to the wider Medbury community in regard to philanthropy and Centenary celebrations.

The Community Engagement Administrator will work closely with members of the Medbury School staff and a range of school service providers.

Highly developed communication, organisational and ICT skills, together with the ability to work independently and as part of a team are essential criteria for this role. In order to meet the dynamic requirements of this role, flexibility of working hours, including evening and weekends is necessary. A willingness to support the Christian ethos of the School is also expected.

Key Responsibilities

Alumni and Donor Database Management

- Import, merge and clean-up of data from Filemaker Pro (previous alumni database) into PC Schools.
- Maintain data for Old Boys, board members, donors etc.
- Fulfill administration requirements on our donor and events management system, Potentiality, including creating event listings, assisting with receipting and general administration duties set by the Manager of Advancement.
- Assist with the export of mailing lists to allow for the mailing out of communications.
- Ongoing liaison and consultation with PC Schools and Potentiality administrators in Australia.
- Regular liaison with Manager of Advancement on matters regarding data updates and report generation.

Assist with Medbury School Centenary functions and events

- Coordinate groups of volunteers with the planning and execution of a range of events and activities.
- Ensure that the School's event management plans account for the health, safety and comfort of event patrons and staff and minimise any disruption and harm to the community.
- Create and implement systems and checklists that support a successful event.
- Ensure the Medbury School brand guidelines are adhered to.
- Plan event staffing requirements and allocation of tasks in conjunction with the Manager of Advancement and Deputy Headmaster.
- Provide assistance to the wider team, including assisting with projects, events and marketing support as required, in conjunction with the Marketing and Communications Manager.
- Manage specific projects as assigned by the Manager of Advancement.
- Carry out other duties as appropriate and as directed by the Manager of Advancement and/or Headmaster.
- Attend and assist with the delivery of the School's Centenary exhibitions and events.

Marketing and Communication Co-ordination

- Be responsible for the on-going development of our online experience, including working in conjunction with the Manager of Advancement and Marketing and Communications Manager to implement and maintain our social media for Centenary and Philanthropy purposes.
- Work alongside the Manager of Advancement and Marketing Communications Manager to create and execute strategies for growth and engagement across our social media channels.
- Create a social content schedule.
- Assist with our social media accounts, ensuring content is on brand and relevant.
- Moderate social media platforms by engaging with customer posts.
- Provide ongoing analysis, insights and reporting in relation to social media.
- Prepare media releases and communications for major Centenary events and milestones.
- Respond to all enquiries in regard to Centenary celebrations.
- Coordinate all event listings and queries.
- Taking minutes for Medbury School Old Boys' Association meetings, up to four times a year.

Archives Management

- Carry out archival duties, including sorting and digitalising archives.
- Prepare digital and curated collections for certain Centenary events.
- Sort, record and thank any new archival donations.

Work Health and Safety Employee Responsibilities

- To comply with relevant health and safety legislation, and School policies and procedures.
- To follow safe working procedures.
- To report hazards promptly.
- To know what to do in emergencies.
- To adopt work practices that support the School's policies.
- To participate in meetings and training when required.
- To not willfully place at risk another person's health or safety at work.
- To not willfully or recklessly interfere with or misuse anything provided in the interests of health and safety and the environment.
- To carry out other duties as appropriate and as directed by the Deputy Headmaster, Business Manager or the Headmaster.
- To understand and adhere to Medbury School policies and procedures.

General Duties

Perform such other duties as may from time to time be assigned by the Headmaster and other key stakeholders. Actively demonstrate a commitment to Medbury's School's Mission, Vision and Values.

Selection Criteria:

The successful candidate will possess the following skills and abilities:

- Excellent database management and understanding.
- Experience in end to end functions and events coordination, including planning, on site operations and post event logistics.
- Experience with large events (200+ attendees) and small events (30-100 attendees).
- Ability to balance conceptual thinking with an eye for detail.
- Accuracy, initiative and self-motivation.
- Ability to work both independently and as part of a team.
- Demonstrate a capacity to support and work effectively and collaboratively with colleagues.
- Show a willingness to establish productive working relationships with staff, students and parents as required.
- Ability to manage relations with external suppliers and internal stakeholders.
- Maintenance of professional and responsible attitudes, to treat others with courtesy and consideration and to communicate respectfully and effectively.
- Be receptive to new ideas, innovative practices and adaptable to change.
- Possess an approachable, even disposition in carrying out duties and a sense of perspective and balance.
- Possess the ability to self-manage and prioritise work demands and meet deadlines in a timely and efficient way.
- Excellent project management, time management and administration skills.
- Ability to work under pressure, meet deadlines and multi-task.
- Ability to ensure compliance with Health and Safety practices.
- Ability to effectively manage event budgets.
- A good telephone manner.
- Possess well-developed communication skills - oral, and written.
- Highly developed written communication skills for diverse requirements, can convey information in creative, clear and concise ways.
- Demonstrated experience writing press releases.
- An understanding of design and print methods.
- Experience and working knowledge of social media.
- Experience or exposure at moderating social media communities including Instagram, Facebook, YouTube, and LinkedIn.
- Support for the Christian ethos of the School.
- Demonstrate a commitment and loyalty to the Mission, Vision and ethos of the School.
- A capacity to maintain confidentiality and trust in relation to the role.
- Disclose any conflicts of interest or potential or perceived conflicts of interest.
- The ability to legally work in New Zealand.
- Meet mandatory Police Vetting requirements.



All employees recognise and accept that multi-skilling is an essential component of employment with Medbury and that they may be required to undertake duties outside their normal position description but within their skills, competency and capability.

Given the dynamic environment in which the School operates, the Headmaster may alter the roles and responsibilities of this position at this discretion in order to most effectively serve the needs of the School.

Employee Name:

Signature:

Date:
