



Community Engagement Coordinator Role Description

About Arden Anglican School

Arden is a non-selective Anglican School providing a co-educational, Pre-School to Year 12 education. It seeks to attract, retain, and develop dedicated, highly effective, values-oriented staff for all positions. At Arden, we are committed to providing a positive work environment in which staff are valued and encouraged to develop professionally.

Arden is a Christian community centred on the good news of Jesus Christ. Arden's ethos is of high expectations and a commitment to academic and professional excellence. The School aims to attract and retain the best possible teachers and support staff, who are experts in their field and highly committed to the continuous improvement of their professional practice. The School's focus is to engage staff who have a passion for lifelong learning and believe in each student's unique value. Arden welcomes applications from people of faith who are committed to the Christian aims of the School.

Arden is committed to being a Child Safe organisation. All staff are required to help always maintain a child safe culture, and to act in every child's best interest and to keep them safe from harm. The School has zero tolerance for child abuse.

There is a strong collegial culture of mutual trust and support between staff and school leaders. All levels of governance are committed to embodying the Christian values of the School, and a culture of servant-minded leadership is fostered at all levels.

All staff must be committed to positive and caring relationships because they are important to successful student learning and the high level of family involvement that exists at Arden in all aspects of school life.

Our Vision and Mission

Vision

Arden strives to be an inspiring learning community that engages the mind, nurtures the spirit, and nourishes the body in a caring Christian environment.

Arden graduates are curious, courageous and compassionate men and women with an enduring passion for learning who transform the communities in which they live and work.

Mission

Centred on the Christian faith and finding joy in God, Arden provides an exceptional co-educational learning experience that nurtures the uniqueness of confident, capable global citizens.

Workplace Expectations

Professional Conduct

- ☐ Foster supportive positive professional relationships
- ☐ Demonstrate a sensitive and compassionate work ethic, underpinned by the Christian values of the School
- ☐ Demonstrate a duty of care to staff, students and visitors in relation to their physical and emotional wellbeing
- ☐ Undertake and comply with mandatory training and regulatory requirements as determined by the School
- ☐ Attend School meetings, as requested, including outside of usual work hours
- ☐ Participate in professional learning, as requested, including outside of usual work hours
- ☐ Any other duties and activities as required by the School Principal (or delegate)

Work Health & Safety (WHS)

- ☐ Participate in the development of a safe and healthy workplace
- ☐ Adhere to safe work procedures ensuring ongoing adherence to any instructions given for personal safety and health as well as that of others
- ☐ Remain familiar with emergency and evacuation procedures, including the location and use of emergency equipment (e.g. first aid kits, fire blankets)
- ☐ Report any injury, hazard or illness immediately in accordance with the School's policies and procedures

Child Safety

- ☐ Actively participate in the School's zero tolerance for child abuse and commitment to embedding Child Safety in approaches to daily work tasks and involvement in School approved activities
- ☐ Model a commitment to providing, so far as reasonably practicable, an environment in which students feel respected, valued and encouraged to reach their full potential
- ☐ Commit to understanding professional boundaries and the nuances of appropriate student and staff interactions in the workplace
- ☐ Demonstrate an understanding of the need to report suspected (observed or perceived) abuse, neglect, mistreatment and risk of harm

Privacy

- ☐ Commit to understanding the appropriate use, sharing, retention and destruction of personal information in the workplace
- ☐ Demonstrate an understanding of the need to report suspected (observed or perceived) data breach/es and misuse of personal information

Role classification

Staff are employed at a classification level and assigned to a role rather than appointed to a position. Staff may be re-assigned to other roles at the same classification over time, in line with organisation priorities and/or personal development plans.

The below is intended to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive or limiting list of responsibilities and expectations of the position. Any additional daily tasks are as advised by the Line Manager and are not identified in this Role Description.

The responsibilities, expectations and tasks relevant to this role may be varied at the Principal's discretion, to ensure the operational needs of the School are continually being met.

Professional Review

This Role Description in conjunction with any role specific task lists (if applicable) will be relied on as a framework for professional review.

Role	Community Engagement Coordinator
Selection Criteria	❑ Outstanding interpersonal skills to build relationships with key stakeholders ❑ Continuous improvement and innovation with processes and practices ❑ Excellent organisational skills, planning, and strategic thinking capabilities ❑ Demonstrated experience in planning and delivering events ❑ Using technology and software programs to make event management efficient ❑ Experience working in a similar role with similar duties
Campus	Whole School
Department	Community Engagement
Line Manager	Director of Community Engagement
Direct Reports	Nil
Key Relationships	Community Engagement Team, Principal, EA to Heads of School
Industrial Instrument	Independent Schools NSW (Professional Operational Staff) Cooperative Multi-Enterprise Agreement 2025
FTE	1.0 FTE
Classification	Clerical and Administration Services : Level 5
Allowance/s	Nil
Role Profile	The prime purpose of this role is to promote the School and further develop positive relationships between the School and the broader community. As part of the Community Engagement Team, this role involves planning, coordinating, and delivering events, functions, and conferences, as well as presenting on behalf of the School when required. Some of these activities may take place outside standard working hours.
Qualifications	❑ Relevant qualification in community engagement, event management or relevant experience in a similar role (desirable) ❑ Minimum 3 years' experience in a similar role (preferred)
Compliances	❑ Valid NSW Working with Children Check Certificate ❑ First Aid [HLTAID012] [HLTAID011] ❑ CPR [HLTAID009] ❑ Child Protection and Child Safety ❑ WHS/Emergency Procedures eLearning (or equivalent)
Skills, Knowledge & Experience	❑ Strong organisational and time management skills with an ability to prioritise tasks, meet deadlines and concurrently manage a number of tasks ❑ Ability to take initiative and drive tasks to completion ❑ Experience in event planning and coordination including logistics management, stakeholder engagement, budget management, on-site delivery and post-event evaluation ❑ Ability to maintain confidentiality, cultivate trust, credibility and honesty ❑ High level of competency in all required software including Microsoft office suite, Adobe suite and Synergetic (desirable) as well as basic spread-sheeting

Role Function

The Community Engagement Coordinator, throughout their daily work practice, is expected to:

Event Coordination

- Plan, coordinate, and oversee all aspects of major community events—including logistics, budgeting, and on-site delivery—such as parent engagement functions, New Parents' Welcome events, Presentation Day, Alumni Reunions, School Musical Production, Prayer Breakfasts, and Christmas celebrations.
- Assisting in the organisation and conduct of school promotional events as required (e.g. Open Mornings, Open Days, etc.)
- Supporting the Director of Community Engagement in the organising of other school events as required (e.g. Presentation Day, fundraising events)
- Responsible for all aspects of planning, communications and implementation of community engagement events. Tasks include but are not limited to:
 - booking venues and caterers
 - coordinating printed materials, posters, invitations etc
 - decorations, photography, publicity
 - managing bookings - venue, caterers, AV, transport and RSVPs
 - coordinating activities and ensuring risk assessments are completed
 - hospitality for guests, personal attendance to manage logistics (including out of hours).

Arden Parent Network (APN)

- Acting as the liaison between the APN, Class Parents and the School and facilitating communications
- Support parents onboarding and compliance to APN volunteer
- Maintain APN Synergetic compliance records
- Assisting the APN with their activities, events and communications
- Attending APN meetings and being a point of contact for the APN members
- Assisting with the production of APN information, invitations and other communications
- Assisting the APN with community event planning, organisation and promotion
- Maintain APN Schoolbox page
 - managing bookings - venue, caterers, AV, transport and RSVPs
 - coordinating activities and ensuring risk assessments are completed
 - hospitality for guests, personal attendance to manage logistics (including out of hours).

Arden Alumni Association

- Building a warm, effective and long-term relationships with alumni
- Being a point of contact for the Arden Alumni Association
- Devise, plan, publicise and execute an annual programme of alumni events (including reunions, lunches, and other events).
- Ensure such events maximise attendance by alumni, generating goodwill towards the School, and engage alumni not just with each other but with the School today.
- Manage all such events and regularly review their success (including by surveys and other feedback).
- Communicating with alumni using social media, newsletter and invitations to special events

- Build, maintain and continuously improve the alumnae database, including accurate records of contact details, professions, interests, locations and level of engagement.

New families

- Proactively lead groups of volunteer parents with the planning and execution of a range of events and activities.
- Supporting parent volunteer programs for in class, productions, sporting events, etc.
- Supporting the Registrar, Enrolments Team and Heads of School with student orientation activities
- Promoting parent information seminars and guest speakers open to the community

Philanthropy

- Support the implementation and ongoing delivery of donor and fundraising strategy as required under direction of the Director of Community Engagement.

General

- Actively participate in team meetings
- Liaise with the Marketing Team and Enrolments Team and other key staff to ensure events are well publicised and attended.
- Other tasks and duties as determined by the Director of Community Engagement
- Assisting the school calendar and diary coordination
- Support and promote the School's policies and practices for Occupational Health and Safety.