



Position Description

Position:	Development Officer
Position Status:	Full-time, ongoing
Classification:	Level 5, in accordance with the Presbyterian Ladies' College General Staff Agreement 2022-2024
Annual Leave:	5 weeks' annual leave to be taken during term-time breaks (this includes a mandatory shut down period over Christmas and New Year as well as College shut down days)
Reports to:	Acting Director of Development. All positions in the College ultimately report to the Principal.

Presbyterian Ladies' College

Established in 1875, Presbyterian Ladies' College is a leading Christian independent school for girls from Kindergarten to Year 12, with onsite boarding available from Year 7.

The campus is situated in the east of Melbourne on a 16-hectare site, creating a unique environment of a school in a park.

Our core values, underpinned by our Christian Ethos, are Truth and Excellence, Character and Integrity, Service and Leadership, Care and Respect, and these provide an enduring foundation for dynamic learning.

The College Mission is an outstanding education within a Christian context that:

- prioritises care
- promotes holistic development and growth
- personalises learning
- provides enriching opportunities
- perpetuates principled living and a service ethic
- prepares students for their time as scholars, thinkers, citizens, advocates, and leaders

Our consistently impressive academic results reflect the high-quality teaching, dedication of the students and visionary leadership for which the College has long been renowned.

We value and nurture the individual strengths and passions of the students. The personal development of our students is our priority with extensive age-appropriate care and wellbeing programs. Asian and European language studies are part of the curriculum from Prep to Year 12 with many students continuing foreign language study through either the Victorian Certificate of Education or the International Baccalaureate pathway.

The students' talents and interests are nurtured within a rich curriculum program, as well as through extensive co-curricular offerings.

Our ultimate goal is to develop girls who are fully prepared and will flourish in their life and work well beyond school as they contribute in meaningful ways to their community as scholars, thinkers, citizens, advocates and leaders.



Context of the Role

The Development Office manages the College's publications, marketing, events, public relations, and alumni and community relations.

It is also responsible for all the College's fundraising activity for the future capital development and for the endowment of scholarships, bursaries and recurrent programs.

Position Overview

This position provides administrative, technical and creative support to the Development Office to ensure smooth day-to-day running of the Office and its core activities.

The Development Officer will be a first point of contact for the Development Office, answering and responding to calls and email communications, triaging queries to team members as required, and maintaining clear and timely communication with staff and external stakeholders.

The position requires sound administrative, IT, and database management skills. Creative experience would also be well regarded, with the incumbent providing basic graphic design and copywriting skills for invitations, mailouts and other in-house communications.

Key Responsibilities:

Examples of duties include but are not limited to:

- being a first point of contact for all internal and external queries to the Development Office
- maintaining and managing the Development Office database for the purposes of organising mail-outs, invitations, data entry, donation and fund analysis and data queries
- coordinating mailouts via a database (Mailchimp and other programs)
- preparing letters, name cards, meeting agendas and minutes
- providing administrative support for event organisation for a wide variety of College, Foundation and Old Collegian meetings and events
- providing graphic design support for mail outs, invitations, and other in-house communication
- preparing materials for School Newsletters, brochures and other publications, including some copywriting
- processing payments, donation receipting and other financial transactions associated with the operations of the Development Office
- preparing donation reports
- supporting the organisation of PLC Class Reunions on behalf of the PLC Old Collegians Association (OCA)
- support the Development Office with building donor relationships, including correspondence with donors and supporting at fundraising events
- general administration including answering calls and emails and triaging as required, filing and other office duties
- liaising with printers and other organisations associated with facilitating key Development Office projects and activities
- coordinating bookings and requirements with venues for events
- managing the Development Office photo library
- coordinating ticket management (Trybooking and other programs)



Other Duties

- as directed by the Acting Director of Development

Key Relationships:

- Development Office Team
- School Teachers and Support Staff
- Old Collegians Association (OCA)
- Parent Groups
- Business Office Team
- External vendors

Qualifications / Registrations / Certifications:

- tertiary qualifications in marketing, events or administration, would be well regarded
- Working With Children Check (Employee), essential

Knowledge, Skills and Experience:

- experience in a similar role in a school or community-based organisation, with a particular focus on marketing, events or communications
- graphic design skills and copy writing skills would be well regarded
- experience with database maintenance, management and analysis
- experience in preparing meeting agendas and minute-taking
- sound computer skills with MS Office (Word, Excel, Powerpoint and Adobe), including competence in completing mail merges

Key Attributes:

- warm, welcoming and positive manner
- displays a strong customer service ethic
- calm under pressure
- excellent written and verbal communication skills
- strong interpersonal and relationship building skills and a customer service focus
- excellent time management skills with an ability to prioritise tasks and navigate conflicting demands
- high level attention to detail, ensuring accuracy of documents and processes
- continuous improvement mindset and ability to create process efficiencies
- ability to work independently and collaboratively as required
- demonstrated initiative and strong problem-solving skills with an ability to improve processes and practices
- commitment to the continual upgrade of personal skills and qualifications
- ability to attend occasional events / functions outside of normal working hours
- actively support the College's mission, values and goals in all dealings with members of the school family and wider community

Additional Information Relating to the Position

We provide a challenging, stimulating and nurturing Christian environment that is dedicated to the learning and development of the whole person – academic, emotional, social, creative, physical and spiritual.



We value:

- learning that is inspired by faith
- endeavour that enables the achievement of excellence
- service that defines leadership

We seek to promote the development of staff and students who exhibit the following attributes:

- *Scholar*: a confident and engaged person with an inquiring mind who takes responsibility for their learning
- *Thinker*: a creative, reflective and adaptive person who uses their intelligence to serve for greater good
- *Citizen*: a thoughtful, kind, and open-minded person with an informed world view, a well-developed social conscience and a sense of justice that is grounded in the values of Christian faith
- *Advocate*: a passionate person with a strong sense of agency who affects society and those around them in positive ways
- *Leader*: an articulate, capable and responsible person of integrity who works collaboratively, has a heart for service and uses their education to make the world a better place

All staff commit to:

- the Christian Ethos of the College
- Child Safety
- the Values and Behaviours of the College
- College policies, Staff Code of Conduct and legislative requirements
- Health, Safety and Wellbeing

Child Safety Commitment

All students who attend Presbyterian Ladies' College Melbourne (PLC) have a right to feel and to be safe. The wellbeing and safety of all students in our care is our first priority and we have zero tolerance to child abuse. The protection of students is the responsibility of everyone who is employed at, or is engaged by, PLC in child-connected work. To ensure the safety and best interests of all students, we take into account the needs of those with an Aboriginal or Torres Strait Islander heritage, those from culturally and / or linguistically diverse backgrounds, and those with a disability.

Staff Obligation to Child Safety

All staff at Presbyterian Ladies' College Melbourne (PLC) take an active role, and are well informed of their obligations in relation to Child Safety under Ministerial Order No. 1359 *Child Safe Standards*. The PLC Child Safety Commitment is incorporated into the School's employment cycle from recruitment and reference checking, to induction and a commitment to regular Professional Learning. All staff at PLC are required to sign a statement that they have read, understood and agree to abide by the PLC Child Safety Policy and the PLC Child Safety Staff Code of Conduct.

In attending to Child Safety all staff must:

- provide a safe and welcoming environment for all PLC students and any young people who visit PLC to engage in PLC approved activities
- promote the safety and wellbeing of children and young people to whom PLC provides services
- ensure that all interactions with students are positive and safe
- provide adequate care and supervision of all students, not only on the campus but whenever students are involved in PLC approved activities
- act as a positive role model at all times for students



- report any suspicions, concerns, allegations or disclosures of alleged abuse to a Child Safety Officer
- maintain valid VIT or WWCC (Employee) documentation
- report to the Principal any criminal charges or convictions received during the course of employment or volunteering that may indicate a possible risk to children and young people, including any such charges or convictions prior to employment

Health, Safety and Wellbeing Commitment

Presbyterian Ladies' College (PLC) is committed to providing a safe workplace and learning environment that supports and enhances the health and wellbeing for students, staff, contractors, visitors and volunteers.

PLC will provide and maintain a working environment that is safe and free of risks to health so far as is reasonably practicable, comply with OHS Legislation as a minimum standard, strive to fully integrate health and safety in to all aspects of College activities, establish a leader-led positive safety culture, and continuously promote and improve its health and safety practices.

In attending to Health, Safety and Wellbeing all staff must:

- participate in OHS related induction and training
- adhere to Presbyterian Ladies' College's OHS policies and procedures
- comply with instructions given for the health and safety of themselves and of others, and adhere to safe work procedures
- actively participate in the development of risk assessment and / or job safety analysis, identifying, assessing and controlling hazards
- report all hazards, injuries, incidents and near misses via Wyse
- assist with workplace inspections
- cooperate with management in its fulfilment of its OHS legislative objectives
- take reasonable care to ensure their own health and safety and that of others, and to abide by their duty of care provided for in the legislation

Policy and Compliance Commitment

Staff Obligation to Privacy

All PLC staff gain access to private and confidential information in the course of their duties. PLC Staff are expected to share this information in a professional context within the PLC community. Any confidential information may not be shared with any person beyond those expectations.

In attending to policy and compliance all staff must:

- perform their duties in an ethical, lawful and safe manner, and adhere to the compliance obligations relevant to their position
- maintain current registrations and certifications, including compliance with standards and codes of conduct required by professional bodies
- participate in mandatory compliance training
- maintain a current knowledge of, and compliance with the College's policies
- report and escalate compliance concerns, issues and failures



Presbyterian Ladies' College

MELBOURNE



All appointments of general staff are subject to a satisfactory National Police Check, at the expense of the employer.

Mrs Lisa Saffin
Acting Principal

October 2023

The purpose of this position description is to provide a general overview of the key responsibilities of the position and is not intended to represent the entirety of the position nor is it intended to be all-inclusive.