



BROUGHTON
ANGLICAN COLLEGE

Position Profile

Registrar - Community Development Officer

Summary:

Broughton Anglican College is a co-educational, Preparatory to Year 12 Christian College.

The Registrar - Community Development Officer is responsible to Schools Council through the Headmaster and attends the College Executive meetings at the invitation of the Headmaster.

Key Objective:

To facilitate the communication of the College's mission and philosophy to prospective parents and students, the internal community and the geographic and extended community so as to build loyalty, enthusiasm, commitment and a spirit of giving amongst the parent body and wider College community.

Accountable to:

The Headmaster.

Provides a written monthly Enrolment and Development Report to the Headmaster.

Generally Responsible for:

- Modelling Christian leadership and promoting the College and Christian education
- Managing student recruitment and enrolment at the College
- Marketing and promotion of the College
- Oversight of all College publications
- Develop and maintain an Alumni program
- Develop and maintain community relations and development programs
- Plan and oversee whole College community events
- Develop and co-ordinate major fundraising programs

Characteristics:

- Good understanding of and commitment to the mission and philosophy of the College
- Strong communication skills, both written and verbal
- Good organisational ability
- Computer literacy with experience in word processing, spreadsheets and use of databases
- A high standard of personal presentation and integrity
- Displays initiative, common sense and the ability to problem solve
- Excellent interpersonal skills including relationship building skills

Specific Duties:

Specific duties include any or all of the following:

1. Enrolment

- 1.1 Initial contact with prospective parents through email, telephone and personal calls
- 1.2 Forward appropriate information packs
- 1.3 Conduct tours of the College for prospective parents and other interested parties
- 1.4 Organise relevant information for and be in charge of the enrolment information area at College Open Days
- 1.5 Involved in enrolment interviews as required.

2. Student numbers

- 2.1. Maintain appropriate class numbers
- 2.2. Manage the updating and maintaining of future student waiting lists
- 2.3. Manage all documentation, computer processing and communication relating to the interviews, offers of placement, etc, and entering enrolment details onto the database
- 2.4. Coordinate all assessment days in consultation with the relevant Coordinators
- 2.5. Arrange enrolment interviews in consultation with appropriate Stage Coordinator, Deputy and/or Headmaster. Provide all necessary documentation
- 2.6 Liaise with teaching and ancillary staff re new arrivals, in cooperation with the Stage Coordinators and the Head of Teaching and Learning Development.
- 2.7 Consult with Headmaster and the appropriate Coordinator in relation to applications that indicate any kind of special needs. Maintain appropriate records
- 2.8 Keep abreast of all Government regulations regarding enrolment of citizens, permanent residents and temporary residents, including MCEETYA data collection and ISDTN forms
- 2.9 Liaise with Headmaster and the Executive Officer to predict likely enrolments for future years
- 2.10 Monitor past trends in enrolments

3. Marketing and Promotion:

- 3.1. Develop and coordinate activities that will communicate the College's mission and philosophy amongst the parent body and wider College community
- 3.2. Liaise with graphic artist to produce promotional material in print and electronic format e.g. prospectus, brochures, Open Day flyer
- 3.3. Develop and co-ordinate all promotional signage
- 3.4. Design and maintain the website, liaising with the website developers
- 3.5. Liaise with graphic artist to prepare and place enrolment and marketing advertisements for the College
- 3.6. Co-ordinate/keep a photographic/electronic record of the College and related events to aid promotion
- 3.7. Liaise with the Headmaster to maintain a consistent overall image in the College grounds and buildings
- 3.8. Co-ordinate Open Day
- 3.9. Maintain links with local media to aid the promotion of the College and its mission and philosophy
- 3.10. Maintain and strengthen links with churches in the College's drawing area
- 3.11. Manage the implementation of various surveys throughout the College community.
- 3.12. Manage within the annual budget for Marketing and Promotions.

4. Publications

- 4.1. Oversee the production of all newsletters, handbooks etc to ensure a consistent overall image
- 4.2. Oversee the production of orientation information for new students and their families
- 4.3. Oversee production of the College magazine.

5. Fundraising

- 5.1. Develop, co-ordinate and manage fundraising programs, in consultation with the Headmaster and Schools Council, that will grow the mission and philosophy of the College as well as raise funds, long term and short term

- 5.2. Develop and promote a Bursary Fund program in consultation with the Executive Officer
- 5.3. Collect and analyse data on financial supporters. Segment the database to enable targeted requests for support
- 5.4. Build and work with a team of parents to implement community fundraising initiatives
- 5.5. Keep abreast with fundraising changes and initiatives through the Australian Taxation Office and other key organisations.

This is a permanent full time position (38 hours per week, but there is an expectation of attending relevant College events to fulfil position description). A 3 month probationary period applies to this position.

Salary will be negotiated.