



Position Description

Position Details

Position Title	Community Engagement and Activities Administrator
Department/s	Community Engagement and Activities
Reporting to	Head of Community Engagement and Activities
Key Liaisons	Head of Community Engagement and Activities, Students, Teachers
Employment Type	Full time, term time, 38 hours per week
Pay Classification	Queensland Anglican Schools Enterprise Agreement 2018 (EA) School Officer Award Level 3
Last Review Date	November 2021

Our School

Hillbrook is a co-educational school of 810 students from Years 7 - 12, established in 1987. The School is growing in size over the next 3 years with up to 900 students by 2024. The School's motto, "In Balance We Grow" underpins life at Hillbrook, which prides itself on its focus on quality teaching and learning and a specialisation in the nurturing of adolescents. We aspire to provide all members of our staff and student body with support in a community environment. Students are encouraged to engage in a range of pursuits to achieve a balance between the academic, creative, physical and spiritual aspects of their lives.

The School actively encourages and supports staff in furthering their own professional development. Staff at Hillbrook are encouraged to become involved in the collegial ethos of the school. All employees need to be supportive of the core values of Hillbrook.

The School Leadership Team (SLT) comprises the Principal, two Deputy Principals and a Chief Financial Officer (CFO) and a Chief Operations Officer (COO).

The Role

The Community Engagement and Activities Administrator provides organisational support to the Head of Community Engagement and Activities to ensure the smooth and efficient functioning of the School's community-based programs.

Key Responsibilities

- The primary duty is the facilitation of administrative duties associated with community-based programs. These include but are not limited to:
 - Project Active – extra-curricular physical and cultural activity program.
 - Selfie Project – independent research projects for Yr 12's.
 - Duke of Edinburgh – structured youth development program.
 - Community Action Program – whole school community activity engagement.
 - Metropolitan North Sport – school sporting pathway.
 - School Sport – intermittent sporting team management.
 - Tutoring – use of past students and pre-service teachers to tutor students.
 - Reconciliation Action Plan – Hillbrook's commitment to reconciliation.
 - Tracks – community reconciliation outdoor program.
 - Local and international philanthropic endeavours – global community action.
- Primary school contact person for all community organisations that engage with Hillbrook staff and students.
- Primary school contact for all students and parents engaged in community activities listed above.
- Initiate contact with school staff and targeted community groups and maintain these relationships through regular correspondence.
- Collect and record all essential compliance documentation relating to students engaging with external community groups. Examples include blue card validation, parental permission forms, etc.
- Following up with students that do not complete required tasks and reporting to Home Class teachers.
- Organise and attend occasional parental and community information sessions outside of school hours (time in lieu is applicable).
- Be capable of participating in offsite programs and camps.
- Record minutes and actively contribute at Community Engagement and relevant sub-committee meetings.
- Manage the bookings of the recreation centre during school and after hours.
- Work collaboratively with the community relations and circular economy team.
- Other duties required by the Community Action Coordinator.



Competencies/ Selection Criteria

1. Qualifications and Experience

- Excellent computer skills, particularly the Microsoft Office Suite and Google Docs.
- Experience in an educational environment desirable, with experience in administrative roles desirable.
- First Aid certificate, or willingness to obtain necessary training.

2. Knowledge, Skills and Competencies

- The ability to work in a flexible manner, due to the frequency of ad hoc requests.
- The ability to prioritise and time-manage where there may be multiple competing tasks.
- The ability to work productively, even without direct supervision.
- The ability to effectively liaise with staff, departments and industry in an articulate, pleasant and professional manner.
- Must be skilled in conflict resolution.
- Possess positive and friendly interpersonal skills.
- Commitment to support the safety and wellbeing of children and the protection of children from harm in accordance with Hillbrook policies.
- Possession of or eligibility for a 'Working with Children' suitability card.
- Maintain respect for confidential student and teacher information.

Conditions, Entitlements and Benefits

- This position is full time (38 hours per week, 8am to 4pm), term time (approximately 39 weeks per year), commencing January 2022.
- Annual leave accrues at 20 days per annum and includes a summer holiday leave loading.
- Personal leave accrues at 10 days per annum.
- Long Service Leave accrues at the rate of 1.3 weeks for each completed year of service with entitlements accessible after 7 years continuous service.
- Employer superannuation of 12.75% is available where staff make voluntary contributions of 5%. Employer super is paid in addition to salary.



Application Process

The closing date for applications is **Monday 6 December 2021**.

In your covering letter, please address the following:

- Why you are interested in this position;
- Your commitment to or history of contribution to the wider community; and
- Your experience dealing with adolescence.

All applications should be addressed to the Head of Community Engagement and Activities and emailed to: positions@hillbrook.qld.edu.au

The Principal reserves the right to fill the position by invitation or to re-advertise the position. After the closing date, short-listed applicants will be contacted by the School, in order that an interview can be arranged. Only short-listed applicants will be contacted.