



POSITION: Administration and Marketing Support Officer	ORGANISATION: CATHOLIC SCHOOL PARENTS VICTORIA
Position Type	Contractor
Tenure	12-months fixed term
Reporting to	Executive Officer, Catholic School Parents Victoria and Catholic Education Commission of Victoria Representative
Position Description and Benefits	<p>The Administration and Marketing Support Officer will demonstrate a commitment to the mission of Catholic education and a capacity to realise that mission in the context of the Strategic Plan 2019-2023.</p> <p>CSPV promote strong relational values, shared leadership and a culture of collaborative practice, therefore the candidate will need to demonstrate these values.</p> <p>The Administration and Marketing Support Officer is engaged as a contractor. This position is part-time (12 hours per week) and of fixed-term duration (48 weeks).</p> <p>Salary for this position is \$384.00 + GST per week or \$32.00 per hour + GST if applicable. GST is applicable for contractors who normally claim GST. Salary for this position is commensurate with the relevant skills and experience and subject to superannuation contribution in accordance with the Superannuation Guarantee Legislation in addition to this salary payment.</p> <p>A contractor position is not considered an employee position. Therefore, the contractor is not eligible for insurance or annual leave or other contributions from Catholic School Parents Victoria or from Catholic Education Melbourne or any other Catholic Education Office. Such responsibilities are at the discretion of the contractor.</p>
Key Selection Criteria	<p>Well-developed interpersonal skills, including:</p> <ul style="list-style-type: none"> • competent, confident and professional telephone and email manner; • ability to operate effectively as a self-starter; • the capacity to communicate effectively with CSPV Executive Officer, CSPV volunteer council delegates, staff within each Diocesan office in Victoria, principals, parents of children in Catholic schools and other external agencies. <p>Demonstrated computing skills, especially:</p> <ul style="list-style-type: none"> • proficiency in the use of MS Office applications Outlook, Excel, Word and PowerPoint • knowledge of, and experience in updating and managing website content management systems (CMS) and customer relations management systems (CRM). <p>Well-developed organising, planning and coordination skills, including:</p>



	<ul style="list-style-type: none"> • coordinating briefings, correspondence, filing, travel arrangements and meetings; • ability to prioritise tasks and handle multiple demands effectively and efficiently; • flexibility to work under pressure situations and meet deadlines. <p>Effective written communication skills, including:</p> <ul style="list-style-type: none"> • ability to prepare and format accurate correspondence, documentation, reports, presentations for meetings, marketing material and professional learning activities; • taking agenda/minutes for CSPV meetings to deadlines as required; <p>Professionalism and conscientiousness, namely:</p> <ul style="list-style-type: none"> • Demonstrated ability to carry out instructions and seek clarification if needed; • Ability to maintain confidentiality of sensitive confidential information; • A demonstrated understanding of the ethos, values and mission of Catholic education.
<p>Duties/Responsibilities of the position</p>	<ol style="list-style-type: none"> 1. To be responsible for the regular planning, co-writing, sourcing of articles and publishing of the CSPV online newsletter. 2. To provide the CSPV with editing and proofreading services, as required. 3. To monitor CSPV communications (print and online) in terms of House Style, visual identity and quality of presentation, and contribute to their enhancement. 4. To regularly upload, review and update content across the CSPV website. 5. To maintain regular written correspondence with CSPV allocated school contacts, Principals and other key partners. 6. To maintain internal communication between council delegate members via online portal. 7. To prepare documentation for induction meetings and other meetings as required. 8. Maintaining council delegate records 9. To book meetings and arrange video conferencing services, accommodation, travel and other requirements for council and executive meetings. 10. Attendance at all CSPV Executive and CSPV Council, sub-committee meetings and other meetings or events for the purpose of taking minutes, recording and preparing essential documentation prior to and following meetings. 11. To assist in the planning and organising of key events including showcase days, forums, seminars and conferences. 12. To carry out instructions under the guidance of the CSPV Executive Officer.
<p>Qualifications, Skills & Experience</p>	<ol style="list-style-type: none"> 1. Experience in an Administrative and/or Personal Assistant role (essential). 2. Experience in events management (preferred but not essential).



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| | <ol style="list-style-type: none">3. Experience in an editing and proofreading role an advantage (preferred but not essential).4. Experience in marketing services including social media, updating of websites, promotions and knowledge of marketing.5. Some knowledge of education (preferred but not essential).6. A current Working with Children Check ID Card (essential).7. A current Victorian Drivers License and own transport (desirable).8. A current Australian Business Number (ABN) for invoicing services rendered. |
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Application Procedures

Applicants need to provide:

- A Cover Letter of application
- A separate statement addressing the Key Selection Criteria from the job description.
- A current Curriculum Vitae including contact details of two referees.
- An Australian Business Number
- Applications can be sent to executive@cspv.catholic.edu.au. All enquiries can be directed to the Executive Officer at executive@cspv.catholic.edu.au or phone (03) 9267 0458.