



# POSITION DESCRIPTION

---

<b>Title</b>	St Paul's Collegians Executive Officer	
<b>Date Updated</b>	February 2022	
<b>Department</b>	Marketing and Development Office	
<b>Location</b>	St Paul's Collegiate School, Hamilton	
<b>Reports to</b>	Director of Marketing and Development St Paul's Collegians' Association President	
<b>Hours</b>	Between 24-30 hours per week when the school is in operation – (40 weeks per year) Flexible hours including the occasional evening and weekend	
<b>Relationships</b>	<b>Internal</b> Marketing team St Paul's Collegians Association	<b>External</b> St Paul's Collegians Friends of St Paul's

## Role purpose

1. To be the key contact for St Paul's Collegiate School past students - St Paul's Collegians
2. To be responsible for developing and implementing a communication and activities programme designed to engage St Paul's Collegians
3. To co-ordinate functions, events and reunions as opportunities for St Paul's Collegians to stay connected
4. To provide operational services to the St Paul's Collegians' Association
5. To manage the school's archives collection

## Key Accountabilities

### Relationship management

---

To establish and build relationships with past students of St Paul's who now reside domestically and internationally

- Attendance at all St Paul's Collegians functions and reunions
- Act as an internal and external point of contact for St Paul's Collegians
- Respond quickly to all enquiries from St Paul's Collegians and key stakeholders
- Be available to host St Paul's Collegians who visit the school
- Present annually to all Year 13 school leavers the value for them and the school to stay connected as St Paul's Collegians
- Assist the Foundation Executive where appropriate

---

### **Communication and marketing**

Plans, develops and organises a comprehensive communication and activities programme with associated functions and events designed to expand and strengthen the school's Collegians and community networks

- Maintain communication with St Paul's Collegians via direct contact, social media, phone calls, emails, and relevant print publications
- Identify stories about St Paul's Collegians that would be suitable for the *Network* publication
- Works closely with the editor of the *Network* magazine regarding content to ensure St Paul's Collegian successes and upcoming events are published in the biannual magazine
- Ensure the St Paul's Collegians' Association has a suitable presence on social media, including LinkedIn
- Works to constantly find contact details for 'lost' St Paul's Collegians
- Grows and manages the Collegian database
- Responsible for implementing special St Paul's Collegian events, and reunions

---

### **Event management**

- Coordinating events and functions/reunions as opportunities for St Paul's Collegians to stay connected with each other and the school
- Participate in the annual Leavers Service, ensuring all leavers are presented with a gift from Collegians

---

### **Administration and Finance**

Provide operational and administration services to the St Paul's Collegians' Association

- Provides administration and secretarial support to the St Paul's Collegians' Association by co-ordinating, attending and minute taking of Association meetings
- Ensures financial reporting requirements of the St Paul's Collegians' Association are met. This includes
  - Ensure accounts and invoices are paid on time
  - Reconciling Xero
  - All expenditure is approved
  - All income is receipted
  - Signatories are up-to-date and comply
  - Relevant subscriptions are paid on time
  - Salary transfer to WACT is completed on time on monthly basis
  - All financial reports are up-to-date and available for committee reports
  - Develop an annual budget with the St Paul's Collegians' Association President
  - Ensure documentation is provided to the Collegians Accountant on time for annual financial reporting
  - File the annual Charities Report with assistance from the Collegians Accountant

---

### **Archives Management**

Work with the Archives Assistant to ensure cataloguing, preserving and managing the school's collection of historical photos and publications is up to date.

- Collect, receive and sort archives material
- Develop, advise and maintain the archives environment
- Assist with the preparation and provision of archival material for reunions and photo boards in Reynolds room
- Collect oral history on an ongoing basis when appropriate
- Assist with user enquiries

---

### **Health and Safety**

Health and safety accountabilities are understood and applied.

- Hazard Identification procedures are followed when new hazards in the area of work are identified
- Health and safety induction, work specific training and required certification is identified and completed
- Work accidents and incidents are reported as soon as possible after occurrence and participation in investigation and recommendations are undertaken to prevent recurrence
- Emergency management information is known and participation in emergency procedures occurs

---

### **Other duties**

- Performs other duties as may be reasonably required from time to time

# Education, Experience and Skills

	Essential	Preferred
<b>Education / training</b>	Current, full and clean NZ driver's licence	Qualification in Marketing, Communication, Public Relations, Community Engagement or equivalent working experience
<b>Experience</b>	<p>Previous experience in a customer interface role requiring public relations and promotional skills</p> <p>Previous experience in an administration role</p> <p>Demonstrated IT experience including Google Docs, Word, Campaign Monitor, Excel, and other data management systems</p>	Previous experience in alumni relations
<b>Skills and attributes</b>	<p>Strong oral and written communication skills are required</p> <p>Exceptional customer service philosophy and approach</p> <p>Sound administration skills, including the ability to manage and reconcile accounts and minute take at meetings</p> <p>Ability to act at all times with the utmost professionalism</p> <p>Has the ability to connect with a wide range of personalities</p> <p>Enthusiasm for publicly representing the school and the St Paul's Collegians Association</p> <p>Willingness to travel and work evenings and weekends as needed</p> <p>Has a passion for organising events and functions</p> <p>Ability to prioritise work effectively to get things done</p> <p>Self-directed and highly motivated</p> <p>Reliable, trustworthy, approachable and well presented</p> <p>Excellent time management and organisational skills</p> <p>Has the ability to work collaboratively and courteously with colleagues throughout the school, with St Paul's Collegians and other constituents</p> <p>Demonstrates knowledge of health and safety requirements and responsibilities relevant to the position</p> <p>Be supportive of the special character of the School</p>	