



JOB DESCRIPTION

Job title: Communications, Admissions & Development Officer (CADO)

Responsible to: Director of Communications, Admissions & Development (DCAD)

Last Updated: July 2019

1. Purpose of the Job

The focus of the role is to provide flexible support to the Communications Manager (CM) and the Communications, Admissions & Development (CAD) team. This is a 'hands on' role, working closely with the Communications Manager on a huge variety of projects and campaigns. A high quality, courteous and friendly service is expected by the College for both internal and external customers. The role requires flexibility, working both independently and as part of the CAD team with changing priorities.

2. Frequent working contact with:

Director of CAD, Communications Manager, Marketing & Admissions Manager, Events Co-ordinator, Headmaster, Old Boys, Parents (current and former) and Staff (current and former).

3. Key Tasks and Responsibilities (duties include but are not limited to:)

Assisting the Communications Manager with:

- Promoting effective internal and external communication.
- The implementation, tracking and analysis of social media communications and campaigns.
- Preparing and issuing the weekly electronic newsletter from both parts of the College.
- The creation, distribution and monitoring of press releases.
- The organisations and preparation of events and exhibitions.
- Taking photographs around the College as and when necessary.
- The management of the College and Columban Network websites.
- The design and publication of College publications to include the Columban Magazine and Columban Fayre programme.
- The management of the Development Department's calendar of events.
- The Columban Network Database, to maintain accurate and efficient records.

Other:

- Attending Marketing/Admissions and Development events as required
- Assisting the Marketing and Admissions Department as and when agreed with the Director of CAD

4. Generic Responsibilities

- Responsibilities carried by all Support Staff in the College comply with the contract of employment.
- Adhere to Catholic School contractual obligations and expectations regarding support for the College's essential ethos as set out in the contract of employment.
- To follow College Safeguarding and Child Protection policies
- To play a full part in the life of the College community to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- Any other work as reasonably requested by the Development Director or Headmaster

Safeguarding Children

The appointee's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he comes into contact will be to adhere to and ensure compliance with the College's Child Protection Policy at all times and to attend relevant safeguarding update training including off job and on-line courses. If in the course of carrying out the duties of the post the appointee becomes aware of any actual or potential risk to the safety or welfare of children in the College s/he must report any concerns to the Designated Senior Leader.

The Role

This role is available as a one-year placement for a student studying or having recently completed a degree course ideally in one of the following disciplines: Marketing; Marketing Communications; or Journalism and Public Relations. A graduate with at least one year's work experience in a similar Communications role would also be considered on a one year fixed term contract.

Other details:

- Full time position, 52 weeks per annum
- 5 weeks' holiday entitlement (25 days) + 8 bank holidays + 3 discretionary, non-contractual College shut down days between Christmas and New Year
- Hours - 35 hours per week, Monday to Friday, 8.15 am to 4.15 pm during term time and 9 am to 4 pm in the College holiday periods with one-hour unpaid lunch break. There will be the requirement to attend key College events during the weekend such as testing days and Open Days but time off in lieu can be taken during the College holiday periods. There is also a requirement to attend on INSET days and the annual Columban Fayre.
- Salary will be dependent upon experience, skills and qualifications and will be in the range of £16,000 to £18,280 gross per annum. The salary will be at the lower end of the range for a candidate who has not yet graduated.
- Free lunch during term time
- Contributory Pension Scheme to which the College contributes 6%

- Free car parking on site
- Use of the College Fitness Suite outside of normal school hours
- Eye care vouchers
- 24 hour free and confidential counselling help-line

This job description may be amended from time to time in consultation with the role holder.

Signed: _____

Date: _____