



Rosebank is a Good Samaritan Independent Secondary Catholic College in the Benedictine tradition. As a co-educational College we are committed to the ongoing integration of e-learning and innovative pedagogy across the Curriculum.

The College now seeks to employ a full time, permanent:

Development Team Assistant

The role of the Development Team Assistant is to coordinate and oversee two of the major portfolios falling within the Development Office, the College's International Benedictine Short Stay Student Exchange Program (IBSSSEP) and the Strategic Plan. The role also encompasses providing support and administrative assistance to the Development Coordinator across all projects as required.

Key selection criteria:

- The ability to work independently and contribute to team projects in a highly interactive and complex environment
- Demonstrate a strong work ethic with a professional, flexible and adaptable approach to a varied work load
- The ability to work with a high level of accuracy, prioritise responsibilities and be attentive to detail
- Strong written and verbal communication skills
- Sound knowledge and demonstrated skill in Word Processing, Database Management, Survey creation and general website and internet use
- The ability to compile reports and present to students, staff, parents and Board Directors
- Support of the Catholic ethos and learning culture of the College

Closing date: Wednesday, 23 May 2018

NB: Shortlisted applicants will be required to provide the College with their new NSW Working With Children Check number in order to be eligible for this position (www.newcheck.kids.nsw.edu.au)

For further information about Rosebank College visit our website:

www.rosebank.nsw.edu.au

Applications may be posted or emailed to:

The Principal, Rosebank College - 1a Harris Rd, Five Dock NSW 2046

principal@rosebank.nsw.edu.au - Tel: 9713 3119

ROLE DESCRIPTION

College Development Team Assistant

Core Role, Purpose and Accountability

The role of the Development Team Assistant is to coordinate and oversee two of the major portfolios falling within the Development Office, the College's International Benedictine Short Stay Student Exchange Program (IBSSSEP) and the Strategic Plan. The role also encompasses providing support and administrative assistance to the Coordinator of Development across all projects as required.

Role Responsibilities

IBSSSEP

This aspect of the role requires a high level of administrative and interpersonal skill. The role will involve:

- Coordinating the three main components of the IBSSSEP:
 1. The Hosting Experience
 2. The Travel Experience
 3. Maintaining relationships with the partner schools
- Promote the IBSSSEP to internal and external stakeholders

Strategic Plan Management

Reporting to the Future and Identity Board Sub-Committee, this aspect of the role is responsible for the monitoring, tracking and reporting of the College's Strategic Plan. The role will involve:

- Working both individually and as part of a team on the management of the Strategic Plan implementation
- Provide administrative support to the Subcommittee and Strategic Plan Management Team
- Develop new strategic planning documents and review existing documents as required, ensuring all documents are up to date
- Produce accurate and regular reports to the College Executive Team and College Board

Providing Professional and High Quality Support/Administrative Services to the College

- Administrative support to the Coordinator of Development
- Providing a professional level of privacy and discretion in handling information

Contributing to the Service and Professionalism of the College Support Staff Team

- Participating in support staff meetings;
- Demonstrating flexibility and team work by taking on other roles and tasks within the support staff team as needed from time to time;
- Any other duties as required by the Principal or his/her delegate.

Hours of Work

8.00am – 4.00pm