



Rosebank College, Five Dock, is a Good Samaritan, Benedictine, Catholic co-educational school that belongs to the community of ten schools across Australia called Good Samaritan Education (GSE).

It is committed to the successful integration of e-learning and innovative pedagogy across the Curriculum for Years 7 to 12. Rosebank College promotes an inclusive, welcoming environment for children and provides transparent, accountable, risk managed approaches to ensure child safeguarding.

Rosebank College now seeks expressions of interest from people with a passion and flair for education for the following full time, ongoing position:

Development Team Assistant

Commencement Date: Monday, 2 September 2019

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 College 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, efficiency, appropriate time management and a superior attention to detail
- Strong written and verbal communication skills
- Sound knowledge and demonstrated skill in Microsoft Office, database management, survey creation and general website and internet use
- The ability to compile reports for presentation to staff, parents and Board Directors
- Fluency in a second language and experience working with international agencies is preferred
- Support of the Catholic ethos and learning culture of the College
- Ability to demonstrate an understanding of current child safe principles

Closing date: Friday, 23 August 2019 (9am)

Applications must include a Cover Letter and Resume including at least 3 contactable references and be posted or emailed to: The Principal, Rosebank College - 1a Harris Rd, Five Dock NSW 2046 / principal@rosebank.nsw.edu.au

For further information about Rosebank College and a full role description, visit our website: www.rosebank.nsw.edu.au

NB: Shortlisted applicants will be required to provide the College with their NSW Working With Children Check number in order to be eligible for this position

ROLE DESCRIPTION

College Development Team Assistant

Context

Rosebank College, Five Dock, is a Good Samaritan, Benedictine, Catholic co-educational school committed to the successful integration of e-learning and innovative pedagogy across the Curriculum for Years 7 to 12.

Rosebank College belongs to the community of ten schools across Australia called Good Samaritan Education (GSE). Established in 2011 by the Sisters of the Good Samaritan, GSE schools offer quality Catholic education in the Good Samaritan Benedictine tradition. Rosebank is guided by the Good Samaritan Philosophy of Education and shaped by its commitment to the values of our spiritual tradition, including stewardship, mutuality, prayer, hospitality, humility, discernment, justice and peace. The College is committed to developing students who will engage with today's world as grounded, hope-filled young people who are equipped to lead wisely, to listen deeply and to treat their neighbour and their environment with justice, love and the compassion of Christ.

Rosebank College is incorporated and governed locally by a Board of Directors which is accountable through the Company Members to GSE.

Core Role Purpose and Accountability

The Development Team Assistant reports to the Principal via the Development Coordinator. The role is to coordinate the two 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. At all times, a professional level of privacy and discretion in handling information is required.

Role Responsibilities

Providing Spiritual and Religious Leadership

- Ensuring that the Strategic Plan and IBSSSEP are consistent with the Catholic ethos and the College's Mission Framework
- Supporting and contributing to the spiritual life of the College through involvement in liturgical events.

Developing the Learning Community

IBSSSEP

This aspect of the role requires a high level of administrative and interpersonal skill. A valid First Aid certificate will be required. The role will involve coordinating the following key components of the IBSSSEP:

- The hosting experience
- The travel experience
- Building and maintaining relationships with the partner schools
- Promoting IBSSSEP to internal and external stakeholders
- Ensuring Child Safeguarding requirements and responsibilities are implemented and reported on across the program

Strategic Plan Management

Reporting to the Governance 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 design, management and implementation of the Strategic Plan
- Providing to the Governance Committee on the design, implementation and management of Strategic Plan
- Meet regularly with members of the Strategic Plan Management Team to facilitate, adapt and track implementation of the Plan.
- Prepare quarterly reports in collaboration with the Leadership Team for the Governance Committee tracking implementation and progress.
- Design and manage the mid-term Strategic Plan review process

Providing Innovative Leadership

- Maintain own professional learning by attending in-services relevant to the role
- Promote the development of a culture and practice of continual improvement in line with the Strategic Plan
- Synthesise and prepare data from surveys conducted within the College as discernment tools to enable change or review processes

Facilitating Quality Relationships

- Creating and maintaining effective and harmonious relationships within the Development Team
- Working collaboratively and inclusively with College staff
- Developing and maintaining harmonious relationships with international Benedictine schools, parents, host families and students

Providing Organisational Leadership

- Being an integral part of the College Development Team
- Administrative support to the Development Coordinator
- Demonstrated proficiency in each core component within the role
- Provide assistance to other members of the Development Team as required
- 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

The College may vary this Position Description, in response to the changing needs of the organisation.

Hours of Work

8.00am – 4.00pm (School Term time only)

Essential 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, efficiency, appropriate time management and a superior attention to detail
- Strong written and verbal communication skills
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