

Community Engagement Officer

Job Description and Person Specification



OVERVIEW

Moorland Private School are looking for an experienced Marketing Communication Assistant to join our growing in-house media team. The candidate will work directly with the Media Manager to ensure that the School and its Academies are actively engaged with the local community and builds relationships with businesses. This role required a candidate with great interpersonal, planning and organisation skills, with wide ranging tasks from organising involvement in community events through to liaison with Military garrisons. This role will not be static and will vary from week to week, but with a core list of responsibilities and measurable outcomes to support the growth and development of the School as a local business entity. Ultimately, as part of a marketing team the candidate will be collectively responsible for inbound enquires and ensuring student intake increases year upon year.

PRINCIPAL ACCOUNTABILITIES

- Targeting and interacting with external companies where building working relationships would be mutually beneficial for future growth and development.
- Engaging with the local community and keeping 'a finger on the pulse' of day-to-day activities the school can actively be involved with.
- Planning and organising events to increase footfall and awareness on the school site.
- Planning and directing school involvement in events external from the school, ensuring all involvement makes sense from a commercial perspective and all school standards are maintained.
- Understanding business requirements for our thriving ballet and football academies, exploring avenues for sponsorship/partnerships ensuring any current or future students get the most they can from our offering.

PERSON SPECIFICATION

Essential Skills

- Excellent interpersonal and communication skills, both written and verbal, to communicate effectively with contacts of all levels from receptionists to managing directors.
- Exceptional organisational and prioritisation skills, high levels of attention to detail including a proven ability to manage multiple, competing priorities simultaneously. You'll be able to work methodically under pressure and to immovable deadlines.
- A successful, energetic self-starter, with strong initiative and work ethic. A high level of integrity; always focused on long-term success without losing sight of the finer details.
- Working as part of a larger team to ensure that collectively all goals and targets are achievable, and deadlines are met with the desired outcomes.

- Local community awareness and business connections would be desirable, but not essential for the right candidate.

General

- To work towards and support the School's vision and objectives.
- To work within the School's health and safety policy to ensure a safe working environment for staff, students and visitors.
- To work within the School's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality and appearance and to conduct positive, courteous relations with pupils, parents and colleagues.
- Undertake other reasonable duties related to the job purpose as required from time to time.
- You will be expected to fulfil any reasonable request made by the Head Teacher, Assistant Headteachers, Boarding Manager or Admissions Manager.
- All staff are required to adhere to the School's Safeguarding Policy at all times. If, in the course of carrying out their duties, a member of staff becomes aware of any actual or potential risks to the safety or welfare of children in the School, these concerns must be reported to the School's designated Safeguarding Lead.
- This job description is not exhaustive and will be reviewed as part of the appraisal process. It may be subject to modification or amendment at any time after consultation with the post holder.

ADDITIONAL INFORMATION

This full-time permanent position

The hours are Monday to Friday, 09.00 to 17.00.

Outstanding lunches are provided during term time only and are free of charge.

AGREEMENT

This job description will be agreed between the post holder and the manager to whom he / she is accountable to. It may be reviewed in light of experience, changes and developments.

All employees are responsible for ensuring they attend the relevant mandatory training as agreed with their manager. It is the employee's responsibility to ensure they follow the latest version of all policies and procedures which apply to them.