

**Position Title: JSSG Communications Officer**

**Date: Feb 2019**



### 1. **Summary**

The JSSG Communications Officer has a shared responsibility for administering the JSSG Facebook page, organizing the JSSG presence in the display cabinets (F5/F6, F7/F8), liaising with the current CPL's to promote the JSSG and to obtain volunteers within year levels for planned events, developing JS Business Community relationships, and co-producing the JSSG's newsletter, *Connections*.

### 2. **JSSG Mandate**

The JSSG Communications Officer has an over-arching obligation to ensure the JSSG's aims are adhered to during their term. The aims of the JSSG are:

*Our aim is to enrich the educational and extra-curricular experiences of the children of St Paul's Junior School. We do this by:*

- *Fostering School community spirit by promoting communication between parents, Junior School Business Community, the School and students*
- *Supporting the management and staff of St Paul's*
- *Encouraging relationships with other supporter groups and communicating the needs of the Junior School accordingly*
- *Cooperating with the St Paul's School Association on matters relating to the St Paul's Junior School*
- *Conducting a wide range of appropriate supporting activities*
- *Directing any funds raised from the above activities back to St Paul's Junior School.*

### 3. **Essential Duties and Responsibilities**

Essential duties and responsibilities include the following. Other duties may be required.

1. Work collaboratively with all members of the Executive Committee to ensure matters are addressed without delay.
2. Support Event Co-ordinators with the development and marketing of their communications on social media/JS communication platforms as required.
3. Organise the presentation of the JSSG displays within the Junior School.
4. Directly communicate with CPL's to keep them informed on current JSSG Events, ask for assistance in obtaining volunteers for events and to use as a channel of communication to JS Parents.

5. In consultation with the President, develop relationships within the JS Business Community, start creating a database of businesses, and create awareness of said Business/Specialty Parents among the JS community.

#### **Administer the JSSG Facebook Page**

- a. At the commencement of the year, develop and have approved by the Committee a Framework of what is going to be covered on the Facebook page, including rules and boundaries concerning what types of things can be posted, what is acceptable language to use and how to deal with negative and/or inappropriate comments.
- b. Develop marketing on JSSG events and activities for distribution via Facebook/email.
- c. Communicate on behalf of the JSSG via the JSSG Facebook page in a responsible, responsive and informative manner.
- d. Moderate all user-generated content in accordance with the Framework.
- e. Respond to questions and comments left on the JSSG Facebook page in a timely and appropriate manner.
- f. Refer any complaints and report any Facebook incidents to the JSSG President as soon as possible.

#### **Co-Produce the JSSG Newsletter (*Connections*)**

In consultation with the President:

- a. Set the distribution dates for each edition of *Connections* at the beginning of the school year (minimum distribution is once per term).
- b. Invite contributions from JSSG committee members, Teachers, St Paul's School Supporters' Association and other supporter groups, providing a minimum of 7-10 days' notice.
- c. Collate contributions and develop *Connections* draft, circulating it the JSSG President and Director of Junior School (if required) for approval.
- d. Distribute a copy of the finalised edition of *Connections* to all JS Families.
- e. Forward a copy of each edition of *Connections*, to the Community Development Officer for adding to The St Paul's School Newsletter.

#### **Preparing the JSSG Fact Sheet and Information for the Annual Orientation Evening**

- a. Update and organise printing and distribution of the JSSG fact sheet as required (in particular for the Parent/Teacher Information Evening and BBQ).

- b. Collaborate with the President to prepare the Powerpoint Slide and JSSG information for the New Families Orientation Evening in Term 4.
- c. Provide a copy of the Powerpoint Slide, JSSG Fact Sheet and any additional information to the Registrar (by the end of August) for distribution with the Orientation Information provided to new families at the Orientation Evening in Term 4.

#### **JSSG Website**

- a. Assist with the development of the JSSG Website.
- b. Once developed, update the JSSG Website as required.

#### **4. Memberships**

Office Bearer must complete and submit the St Paul's School Volunteer Details Form and be a member of the SPS Supporters' Association and Junior School Supporters' Group (JSSG).

Membership of the **Association** ensures the Office Bearer is covered by the relevant insurance policies taken out by the Association for volunteers.