



DIRECTOR OF ENROLMENTS & COMMUNITY RELATIONS

IPSWICH GIRLS' GRAMMAR SCHOOL INCLUDING IPSWICH JUNIOR GRAMMAR SCHOOL

Ipswich Girls' Grammar School including Ipswich Junior Grammar School offers high quality, non-denominational education to students from Kindy to Year 12 (co-education from Kindy to Year 6, girls only Years 7-12). Established in 1892, the School is one of eight original Grammar Schools in Queensland. The School aims to educate students to become confident, well-educated young women, girls and boys and we pride ourselves on providing a personalised, holistic education with a focus on academic excellence.

THE OPPORTUNITY

A short 30-minute drive from Brisbane, the School's, heritage-listed campus is conveniently located in the middle of Ipswich. We offer the opportunities of a large city, with the quiet feel of a smaller town.

We have an opportunity for a highly engaged and experienced Director of Enrolments and Community Relations to join the School and lead a small team of marketing and enrolment professionals. This is a 5-year, fixed-term contract.

Reporting to the Chief Financial Officer, this Executive level position provides leadership and direction for projects and activities that impact the School's community relationships with internal and external stakeholders, including marketing and communications, brand management, media and advertising, enrolments, alumni relations, fundraising, and major School events.

The successful applicant will work as part of an and energetic team which is committed to delivering exceptional outcomes for the School, with a focus on five (5) key areas:

1. **Strategic Leadership and Management:** Provide high level expertise and leadership to team members to support strategic business outcomes in all aspects of the portfolio.
2. **Enrolment targets and revenue:** Enrolment numbers are in line with operational and strategic plans and revenues are maximized.
3. **Relationship Management:** Demonstrates proactive and professional approach to customer service and stakeholder engagement with the ability to foster and motivate School relationships and partnerships.
4. **Organisational Skills:** Excellent planning and organisational skills to prioritise work and meet agreed deadlines.
5. **Problem Solving and Strategic Thinking:** Capacity to deal with ambiguity and solve problems effectively. Proven ability to employ holistic approaches and look at long term solutions.

For further details regarding key focuses and responsibilities, please visit the Careers section of the School website [Careers | Ipswich Girls' Grammar School \(iggs.qld.edu.au\)](https://www.iggs.qld.edu.au)

WHAT YOU WILL BRING

To be successful in this role, it is envisaged that you will be highly organised, with an ability to problem solve, support, and understand challenges at the operational level, as well as having:

- Bachelor's degree qualifications in Commerce, Marketing, and/or Journalism or related field or demonstrated experience equivalent to the role and qualifications.

Confident, well-educated young women



- Demonstrated experience in leading and managing a team of staff, defining, and communicating work targets and priorities and ensuring work output is in accordance with performance standards and measures.
- Established skills in all facets of marketing and communications, with drive, passion, commitment, and ability to successfully position IGGS and IJGS in its markets.
- Proven organisational, negotiation and project management skills garnered in a business services environment, with the ability to fund- and friend- raise through effective community relations.
- Highly developed skills and significant experience in writing journalistic articles, publications, and marketing materials.
- Proven commitment to actively work as part of an Executive leadership team with the flexibility to work outside of core business hours to support School events.
- Highly developed written and oral communications skills.
- Be the holder of, or can obtain, a Working with Children Suitability Card (Blue Card).

Culture fit and attitude are also highly important to us, so a passion for the work you do and the ability to understand and work within our vision, mission and values is paramount to your success in this role.

APPLY NOW

If this sounds like you and you are interested in joining a highly respected school community, click the **APPLY NOW** button via **SEEK** or email your application to careers@iggs.qld.edu.au and provide a copy of your **CV**, **three referees**, and a **cover letter addressed to the Chief Financial Officer** outlining your experience as it relates to this role. Please address the **selection criteria** (over no more than two pages), contained within the Position Description, which can be found on the School's website [Careers | Ipswich Girls' Grammar School \(iggs.qld.edu.au\)](https://www.iggs.qld.edu.au/careers). **Applications that do not address the selection criteria may not progress to the next stage of the recruitment process.**

The successful candidate will be able to take advantage of our great benefits program including access to Salary Sacrificing including additional superannuation opportunities, ongoing professional development, and a supportive and engaging work environment.

We thank you for taking the time to send us your application for this role. We assess every application and will contact you directly if you are successful in moving to the next stage. Please note that applications should be sent to us by close of business (5.00pm) **Monday 9 May 2022**.