EMPLOYMENT OPPORTUNITY

EVENTS AND COMMUNICATIONS MANAGER

The University of Divinity seeks to recruit an Events and Communications Manager to commence immediately. This is an exciting new full-time role established under the University’s Strategic Plan 2016-2025 in order to improve publicity and communications, including the University’s magazine Vox and the University website, and to manage University events such as graduation ceremonies.

APPLICATIONS

Closing date for applications:  
5pm on Thursday 21 January 2016

Applications must include:  
A cover letter addressing the selection criteria
A curriculum vitae
Contact details for two referees

Send applications electronically to:  
Cate Headey
Office Manager
cheadey@divinity.edu.au

The University of Divinity
21 Highbury Grove
Kew VIC 3101
Australia
(03) 9853 3177

www.divinity.edu.au
CRICOS 01037A
POSITION DESCRIPTION

EVENTS AND COMMUNICATIONS MANAGER

About the University

The University of Divinity was established in 1910 by the Melbourne College of Divinity Act of the Parliament of Victoria. In 2012 it achieved university status as Australia's first University of Specialisation. The University engages in high quality scholarship and offers a wide range of awards in theology, ministry and philosophy. It has a collegiate structure unique in Australia; every student and staff member joins the University through one of its Colleges. There are eleven Colleges located in Melbourne, Adelaide and Sydney, each one a unique learning community. These Colleges are resourced by thirty partners from eight Christian churches, giving the University an extraordinarily ecumenical constitution. The University's Vision is that

Together we empower our learning community to address the issues of the contemporary world through critical engagement with Christian theological traditions.

About the Office of the Vice-Chancellor

The Office of the Vice-Chancellor provides support to the University Council, the Academic Board, and Vice-Chancellor, and assists in coordination of work across the Colleges. There are 16 permanent staff, in addition to the Vice-Chancellor. The primary office is located at 21 Highbury Grove, Kew, easily accessible by public transport in Melbourne’s inner-eastern suburbs. A secondary office is located in the Uniting Church Centre for Theology and Ministry at 29 College Crescent, Parkville, to accommodate research office staff in proximity to the University’s main research library, the Dalton McCaughey Library.

For more information please see www.divinity.edu.au.

About the Events and Communications Manager

This is a new position to commence in 2016 and is funded under the University’s new Strategic Plan. The Manager will assist the Vice-Chancellor in the development of networks and relationships of students, staff, alumni, and external stakeholders that can generate support for the University’s strategy and provide for its sustainability.

The Manager will have responsibility for management of three key areas of activity: a) major University events such as graduation ceremonies, b) key communication tools including the University website, social media presence, email lists, newsletters, and the University magazine, and c) promotion of events and activities of the University and its Colleges.
POSITION DESCRIPTION: EVENTS AND COMMUNICATIONS MANAGER

The Events and Communications Manager is responsible for management of major University events, communications, and publicity.

1. **Key responsibilities**
   1.1 Management of major University events, including organisation of graduation ceremonies
   1.2 Management of the University website and social media presence
   1.3 Production and effective circulation of staff and student newsletters and of the University magazine, Vox
   1.4 Promotion of events and activities of the University and its Colleges
   1.5 Establishment of an alumni and supporters network

2. **Key working relationships**
   2.1 The Events and Communications Manager reports to the Vice-Chancellor.
   2.2 The Events and Communications Manager works closely with staff in the Office of the Vice-Chancellor, especially the IT Officer and the Office Manager.
   2.3 The Events and Communications Manager engages with Colleges in organising and publicising University-related events.

3. **Selection criteria**
   3.1 Experience in event management
   3.2 Experience in managing organisational communications
   3.3 Excellent organisational and time management skills, including the ability to set priorities, work independently and perform well under pressure
   3.4 Excellent interpersonal and communication skills
   3.5 Essential skills:
      - website layout and content management
      - social media
      - graphic design and layout
      - high level competency with Microsoft Office
      - project management
   3.6 Desirable skills:
      - marketing experience
      - copy editing
      - video and audio production
      - familiarity with learning management systems

4. **Key Performance Indicators**
   Ongoing and annual KPIs will be negotiated with the successful candidate.

5. **Terms and conditions**
   The Events and Communications Manager is a full-time position based in Kew, Victoria. The appointment is for an initial term of three years, subject to satisfactory completion of a three-month probationary period and to satisfactory performance. The position is remunerated on the University's salary scale at HEW Level 5.1 ($66,818 per annum as at 1 January 2016) plus 15% superannuation.