

**Position Title: JSSG Communications Officer**

**Date: February 2017**

**1. Summary**

The JSSG Communications Officer is responsible for administering the JSSG Facebook page, preparing the JSSG Fact Sheet, preparing information for the annual Orientation Evening, and 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, 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 of their communications as required.

**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 communications on JSSG events and activities for distribution via Facebook.

- 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.

#### **Develop and Distribute the JSSG Newsletter (*Connections*)**

- 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, 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 to the JSSG President and Director of Junior School (if required) for approval.
- d. Forward the finalised edition of each edition of *Connections* to the JS Receptionist for distribution to junior school families.
- e. Forward a copy of each edition of *Connections*, to the Community Development Officer for adding to The St Paul's School Newsletter.
- f. Upload a copy of each edition of *Connections* to the JSSG Facebook page.

#### **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 New Families Welcome BBQ and year level evenings in Term 1).
- 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.

#### **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.