



MELBOURNE  
GRAMMAR SCHOOL  
AN ANGLICAN SCHOOL

# Job Description

## Position

Head of Alumni and Community Engagement

## Reporting to

Director of Community Relations

## Context of the Role

Founded in 1858, Melbourne Grammar School educates some 1,800 students from Prep to Year 12. It aims to develop fully within its students the 'whole person': intellectually, physically, emotionally, psychologically, socially and spiritually.

The School is organised into three campuses to meet the needs of different age groups. Our Junior School, Grimwade House (Prep to Year 6) is located in Caulfield, and is coeducational with 650 girls and boys. The Middle School, Wadhurst (Years 7 and 8), and Senior School (Years 9 to 12) are in South Yarra and cater for 1,200 boys - day students and boarders.

## Purpose of the Role

The Head of Alumni and Community Engagement is responsible for developing and implementing a comprehensive strategy to strengthen relationships across Melbourne Grammar School's alumni (Old Melburnians) and broader community. This role leads initiatives that foster lifelong engagement, build networks, and encourage philanthropic support, ensuring alignment with the School's values and strategic priorities. This role works closely with The Old Melburnians Council and Friends of Grammar parent associations, as well as directly with other members of the community, to foster a strong sense of belonging and create opportunities for meaningful engagement and contribution.

The incumbent will be required to attend events outside regular working hours, and from time to time may be required to undertake travel outside Melbourne.

## Key Internal Contacts

Headmaster	Director of Community Relations
Heads of Campus	Head of Marketing and Communications
Community Relations and Events Assistant	Head of Development
Community Relations Administration Assistant	Head of Admissions
Professional and Teaching Staff	School Archivist

## Key Responsibilities

The following responsibilities are not exhaustive, nor necessarily in order of priority, but are indicative of the range and nature of the role.

### Leadership and Engagement

- Develop, implement and oversee alumni and community engagement strategies aligned with School priorities.
- Lead and mentor the Alumni and Community engagement team, fostering a collaborative and high-performing environment.
- Provide strategic advice to the Director of Community Relations, the Headmaster, Heads of Campus, as well as key community stakeholders including the President and Council of the Old Melburnians, President and Committee Members of Friends of Grammar and other key volunteer stakeholders as required.
- Collaborate with and actively support the Head of Development, Head of Marketing and Communications, and Head of Admissions to ensure the overall objectives of the Community Relations team are met.
- Build strong rapport across Melbourne Grammar School staff and the broader community, to advance the School's engagement objectives.
- Represent Melbourne Grammar School at alumni and community events, locally, nationally and internationally.

### Stakeholder Management

- Build and maintain strong relationships with alumni, parents, and key stakeholder groups to foster goodwill.
- Serve as a trusted liaison between the School and its community, ensuring open and effective communication.
- Develop strategies and initiatives to strengthen volunteer involvement and recognition including as guest speakers, career support for students, work experience, and mentoring.

### Events, Programs and Experiences

- Deliver an annual program of high-quality events and initiatives that strengthen community connections and



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engagement, including major School events and ceremonies, alumni reunions and events, branch events across Victoria, interstate and overseas and networking events.

- Partner with the School Archivist to showcase the School's history and heritage as an important part of engagement activities.
- Collaborate with the Development team to identify and nurture potential donors and prospects, and support initiatives that promote a culture of philanthropy within the School community.

## Communications and Digital Engagement

- Lead all alumni communications, including social media, and digital platforms.
- Collaborate with Marketing team to ensure consistent messaging and branding.

## Data and Insights

- Ensure integrity of alumni data and leverage insights to inform engagement strategies.
- Monitor and report on engagement metrics to guide decision-making.

## Knowledge, Skills and Qualifications

- Relevant tertiary qualification in communications, marketing, stakeholder engagement, or a related discipline.
- Extensive experience in alumni relations, community engagement, or advancement within education or comparable sectors.
- Proven ability to develop and implement strategic engagement initiatives that align with organisational priorities.
- Exceptional interpersonal and communication skills, with the ability to influence, engage, and build trusted relationships at all levels.
- Strong leadership capability, including experience in managing and mentoring high-performing teams.
- Demonstrated ability to collaborate effectively across diverse stakeholder groups and foster a culture of partnership and goodwill.
- High-level organisational and project management skills, including event management experience, with the capacity to manage complex programs and meet deadlines.
- Commitment to, and understanding of, the values and ethos of Melbourne Grammar School
- Proficiency in CRM systems and digital engagement platforms, with a data-driven approach to decision-making.
- Must hold, or be willing to obtain, a current Employee Working with Children Check.

## Commitment to Child Safety

Melbourne Grammar School is committed to promoting and protecting the safety and wellbeing of all children and students within the School Environment. The School has no tolerance for child abuse and harm to children and students and takes proactive steps to identify and manage the risks of harm to students.

Particular attention is given to the child safety needs of Aboriginal and Torres Strait Islander students, those from culturally and linguistically diverse backgrounds, students with a disability, those unable to live at home, international students, and children and young people who identify as lesbian, gay, bisexual, trans and gender diverse, intersex and queer (LGBTIQ+). Melbourne Grammar adheres to robust human resources practices, in the recruitment, selection and screening of candidates, to ensure that individuals working with children are suitable. The school aims to identify and recruit the best and most suitable candidates who share the School's values and commitment to protect children and students.

All staff are responsible for understanding and applying Melbourne Grammar Schools Child Safety policies and procedures, upholding the overarching principles and values set out by the School and take all reasonable steps to promote and protect the safety of children and students.

All staff are required to hold a valid Working with Children Clearance (WWCC) or registration with the Victorian Institute of Teaching.



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## Risk Management, Occupational Health and Safety

Melbourne Grammar School is committed to providing a safe work and learning environment that supports the health, safety and wellbeing of students, staff, contractors, volunteers and our community.

Staff have a responsibility to:

- Familiarise and adhere to the School's practices and procedures in accordance with Melbourne Grammar's OH&S Policy and Risk Management procedures
- Co-operate with the School's efforts to comply with its legal obligations under Victorian OH&S legislation.
- Perform duties in a safe manner without risk to health and safety, adhering to the School's system for reporting OH&S incidents and hazards

Take reasonable care for the health and safety of self and others, including those under your supervision

The purpose of this job description is to serve as a general summary and overview of the major duties and responsibilities of the position. It is not intended to represent the entirety of the position nor is it intended to be all-inclusive. Therefore, the position may be required or requested to perform other work duties not specifically listed herein. Melbourne Grammar School reserves the right to modify this job description in consultation with the incumbent depending on the operational needs and requirements of the School.