Melbourne Archdiocese
Catholic Schools

let your light shine
LUMEN CHRISTI

Lumen Christi Catholic Primary School
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Communication Officer – Family Engagement Team Role Description

The role of the Communications Officer is to liaise with and assist the Chairperson, Secretary and Principal of the Family Engagement Team (FET) to maintain informed, efficient and effective communication between the members of the FET, Staff and the School Community utilising approved platforms.

Key Responsibilities:

As a key member of the Family Engagement Team, the Communication Officer is responsible for:

- **Coordinating all FET items for the School Newsletter each fortnight**
  - Ensuring that all information for the School Newsletter is accurate
  - Forwarding all items to be included in the School Newsletter in a timely manner to the Principal Executive Assistant (emollison@lcpointcook.catholic.edu.au) as per agreed day and time
- **Coordinating all FET items for the posting on School Audiri as required**
  - Ensuring that all information that is to be circulated via Audiri is accurate
  - Forward all items to be posted on Audiri to the Principal Executive Assistant
  - Allow sufficient time between sending information and the post being made
- **Managing and Responding to Correspondence:**
  - Monitoring and actioning correspondence sent to the FET from external bodies and the Principal Executive Assistant
  - Forward correspondence to the relevant person/responsibility
  - Write letters as directed by the Chairperson or as per a meeting action item
  - Keeping the Chairperson informed of key information, updates and any issues
  - Maintaining strong communication between the FET, Principal Executive Assistant, School Staff and the School Community
- **Record-Keeping:**
  - Keeping accurate and well-organised records.
  - Forward all required reports, documents and correspondence to the school administration team for official record keeping
- Key Requirements
  - Have a valid Working With Children's Check
  - Be willing to sign and abide by the MACS Parent/Guardian/Carer Code of Conduct

The Communication Officer plays an essential role in fostering the relationship between the Family Engagement Team, School Staff and the School Community. The person in this role is responsible for promoting positivity, inclusivity and unity both internally and externally by ensuring clear and timely information is circulated.