



WEMBLEY CAMPUS

Playgroup – Year 9
61–63 Powis Street,
Wembley WA 6014

MAYLANDS CAMPUS

College Year 10–12
76 Seventh Avenue,
Maylands WA 6051

08 9387 5050
office@boldpark.com
www.boldpark.com

Events and Communications Assistant

Full Time

Reporting: Murfie Dholakia (Marketing, Communications & Events Coordinator)

Bold Park Community School (BPCS) is an independent school, with a philosophy based on social constructivist principles inspired by the Reggio Emilia approach. Our school caters for children from Playgroup to Year 12. We are currently seeking a dynamic, collaborative **Events and Communications Professional** to assist with all marketing, events and communications operations at our Wembley and Maylands Campuses.

At BPCS, we are committed to providing a safe and nurturing environment for all children. We believe that the safety and well-being of our students is paramount. As part of our commitment to child safety, we uphold the highest standards of child protection and safety. This includes ensuring all staff and volunteers undergo thorough background checks and training. We foster a culture of openness, inclusivity, and mutual respect where children, families and staff feel valued and heard.

JOB OVERVIEW:

This position plays a vital role in nurturing and maintaining strong connections within the BPCS community through the provision of events and communications.

This role is responsible for development, organisation and administration of communications and events. You'll be the driving force behind regular e-newsletters, managing school events, sourcing classroom content for promotion via news articles and social media accounts.

This person will also support the unique philosophy of the school, possess excellent interpersonal skills and will actively engage with the community of students, teaching teams and families within the school.

If you are enthusiastic about making a difference and thrive in a fast-paced environment, we encourage you to apply for this exciting opportunity.

KEY RESPONSIBILITIES AND DUTIES:

Communications:

- **Content Sourcing:** Build relationships with teaching staff to source classroom content for external marketing and communication purposes.
- **Publication Oversight:** Collate publications (both print and electronic) aimed at the community, such as newsletters, course guides, and handbooks.
- **Internal Communications:** Ensure consistent, early, and proactive internal communications that incorporate brand identity, messaging, and marketing elements.
- **Parent Class Coordinators (PCCs) Support:** Assist PCCs in facilitating communication with enrolled families.
- **Visual Asset Management:** Oversee the collection and management of visual assets (by internal staff or external contractors) for promotional material.
- **Privacy Management:** Manage visual privacy and consent for Media Excluded children.



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Events:

- **Event Planning:** Successfully scope, plan, and execute a calendar of events across both campuses, including pre-event coordination and post-event evaluation.
- **Staff Communication:** Provide event details and reminders to teaching staff via the weekly Staff Briefing.
- **Event Support:** Offer advice, support, and attend meetings for specific events organized by other staff members, such as ANZAC Day, AGM, or Arts Festival.
- **Vendor and Budget Management:** Effectively manage event budgets and coordinate with vendors and suppliers as needed.
- **Event Reporting:** Produce detailed reports on event outcomes, including evaluation and debrief processes.
- **Administrative Support:** Contribute to the agenda, goals, and tasks of the Administration staff meeting and liaise with Admissions regarding enrolment needs and events.
- **Other Duties:** Perform additional duties as required by the Principal or Business Manager and comply with all relevant school policies and procedures.

ESSENTIAL APPLICANT QUALITIES:

- A diploma or degree in Communications, Marketing, Public Relations, Event Management, or a related field.
- Prior experience in event planning, marketing, or communications roles, preferably within an educational or community-focused organization.
- Meticulous attention to detail in planning events and producing communications materials.
- Proficient in using digital marketing tools and platforms, including social media management, email marketing, content management systems, and basic graphic design software (e.g., Microsoft 365, Canva, Mailchimp Adobe Creative Suite).
- Superior writing and editing skills with the ability to craft clear, compelling messages for a variety of audiences and channels
- High quality administrative skills with the ability to manage several competing tasks simultaneously and to meet deadlines
- Able to show initiative, common sense, attention to detail and problem solve, when coordinating School calendar of events
- Possess valuable experience in event and/or project management, with a knack for building networks that support community engagement
- Police clearance and Working with Children (or the ability to acquire one)

DESIRABLE APPLICANT QUALITIES:

- Experience using Sharepoint
- Ability to work independently and as part of a wider team
- Experience working in a school or education environment
- Graphic design capabilities for production of smaller marketing collateral e.g. flyers
- Current motor vehicle driver's license
- Certificate "Mandatory Reporting of Child Sexual Abuse in WA" (or the ability to acquire)

APPLICATION PROCESS:

Please address all applications to the Business Manager, Susan Wyatt (business@boldpark.com). A cover letter of no more than 2 pages, addressing the essential and desirable qualities, coupled with a CV are required to apply. Applications open until the position is filled.

BPCS respectfully acknowledges the Whadjuk Noongar people as the traditional owners and custodians of the land on which our school is situated. We acknowledge their ancestors, who for many thousands of years gathered on this site to live, learn and grow. We are committed to honouring the Noongar people and their heritage by building our young people's connection to this land through the inclusion of indigenous knowledge and perspectives