



ST RITA'S COLLEGE

ACTION NOT WORDS

ALUMNAE & PARTNERSHIPS OFFICER



FROM THE PRINCIPAL

St Rita's College is an independent Catholic school for young women from Years 5-12. It was established in 1926 by the Sisters of the Presentation of the Blessed Virgin Mary and is now a Ministry of Mercy Partners.

It is a school where minds are opened, dreams are imagined and the Presentation traditions of compassion, hospitality, and simplicity establish foundations for the future. It is a place where students develop a sense of purpose that motivates them to lead a life dedicated to service - service to the College, to each other, and to the wider community.

At St Rita's, our students are supported to develop a passion for learning, are empowered to understand the complexities of society, and become faith-filled, courageous, creative, respectful and ethical women of action, prepared to make their mark on our school community and the world.

Virtute non Verbis, Action not Words, is our College motto and is lived out by all members of our community through our social justice programs, a cornerstone of a Presentation education. In teaching our students the courage to stand alone and the power of standing together, we challenge them to be women of action and not just words - **Mrs Maree Trims, Principal**

100
YEARS OLD

1230
STUDENTS

330
STAFF



ABOUT THE COLLEGE

With a reputation for academic excellence, St Rita's College, Clayfield, a Catholic day school for girls in Years 5 - 12, provides a versatile and extensive curriculum that allows our students to engage with the world both critically and creatively.

St Rita's College is a school where minds are opened, dreams are imagined and the Presentation traditions of compassion, hospitality and simplicity establish foundations for the future. It is a place where character is formed, conscience is followed and girls with attentive hearts become women of action.

OUR VISION STATEMENT

As a dynamic Catholic faith community, our vision is to:

- Embody and promote leadership as service, growing from critical reflection and leading to action for justice.
- Challenge and support each member of our community in an environment of collaboration and respect.
- Nurture and educate, in partnership with families, young, articulate women of integrity who are increasingly independent, discerning, creative and resilient.

OUR PILLAR STATEMENT

Our six pillars, which are drawn from our Presentation charism and the life of St Rita, underpin all we do:

Compassion

Hospitality

Simplicity

Courage

Justice

Hope



ABOUT THE ROLE

The Alumnae & Partnerships Officer is responsible for leading and delivering a comprehensive alumnae engagement program that fosters lifelong connection, advocacy and support for St Rita's College. The role plays a key part in strengthening relationships with alumnae and external partners, supporting the College's strategic priorities across community engagement, philanthropy and reputation.

Reporting to the Head of Community Engagement and Communications, this position has primary responsibility for the planning, coordination and delivery of alumnae programs, communications and initiatives. The role also supports the development and stewardship of partnerships that enhance community connection, engagement and long-term sustainability.

This position is both strategic and operational in nature, requiring initiative, relationship management capability and the ability to lead alumnae programs from concept through to delivery.



KEY DUTIES AND RESPONSIBILITIES

ALUMNAE ENGAGEMENT & PROGRAM LEADERSHIP

- Lead the planning, delivery and continuous improvement of the College's alumnae engagement program.
- Develop and coordinate alumnae events, activities and initiatives that foster connection, participation and pride in the College.
- Serve as the primary point of contact for alumnae and alumnae groups.
- Build strong, positive relationships with alumnae across all life stages to encourage ongoing connection and involvement.
- Maintain accurate records, reports and documentation related to alumnae and partnership activities.
- Support alumnae involvement in College life, including events, mentoring, volunteering and community initiatives.
- Attend alumnae and major College events to support relationship building and program delivery.
- Work collaboratively with College staff to support community engagement priorities.
- Undertake other duties as required by the Principal or her delegate.

ALUMNAE COMMUNICATIONS & DATABASE MANAGEMENT

- Maintain and enhance the College's alumnae database, ensuring records are accurate, current and compliant.
- Coordinate regular alumnae communications in collaboration with the Marketing & Digital Communications Officer.
- Support the development of alumnae storytelling and content that reflects the life, history and values of the College.
- Utilise a range of communication channels including email, digital platforms and print publications to engage alumnae.

PARTNERSHIPS & COMMUNITY CONNECTION

- Support fundraising and philanthropic initiatives through alumnae engagement, communications and event delivery.
- Support the identification, development and stewardship of partnerships that align with College priorities.
- Maintain positive relationships with key partners, supporters and community stakeholders.
- Assist with donor and supporter stewardship activities as required.
- Assist with partnership-related events, acknowledgements and communications.
- Work collaboratively with internal stakeholders to align alumnae and partnership activity with broader community engagement and philanthropic objectives.
- Contribute to whole College initiatives such as milestone celebrations and strategic projects where alumnae and partners play a role.

ABOUT YOU

SKILLS AND ATTRIBUTES

The employee in this position is required to demonstrate competency involving the following skills and abilities:

- Be fully supportive of the objectives and ethos of Catholic education
- Demonstrates respect and professionalism in all interactions with students, colleagues, parents/carers and the community including a capacity to resolve conflicts and negotiate with others
- Strong relationship-building and stakeholder engagement skills.
- Confidence working with diverse community groups, including alumnae and external partners.
- Well-developed organisational and program coordination skills.
- Clear written and verbal communication skills.
- Initiative, professionalism and the ability to work both independently and collaboratively.
- Professional, flexible and responsive approach to work, including availability to support events outside standard hours.

QUALIFICATIONS AND EXPERIENCE

- Must hold a valid Working with Children Check (Blue Card).
- Relevant qualifications and/or demonstrated experience in community engagement, alumnae relations, partnerships, fundraising or a related field.
- Experience leading or coordinating engagement programs or events.
- Experience working within a school or education environment is advantageous.
- Photography and videography experience is essential.

REPORTING RELATIONSHIPS

The position holder reports to the Head of Community Engagement & Communications.

This role does not have direct reports.

WORKING CONDITIONS

This position involves working with children, and applicants must comply with College policies and relevant legislation relating to Student protection. St Rita's College supports the rights of children and young people and is committed to the safety, welfare and wellbeing of students and expect all staff to share this commitment.

All staff are expected to read and abide by the Employee Code of Conduct and policies set out in the Staff Handbook.

Terms and conditions of employment are in accordance with the *Catholic Employing Authorities Single Enterprise Collection Agreement – Religious Institute Schools of Queensland 2023-2026*.