

Position Description

Title:

Foundation Manager

The Southport School Foundation

Senior School Campus



This Position Reports to:

Chair of the Foundation Board via Company Secretary

Department:

The TSS Foundation

Date:

January 2024

PREAMBLE

As a staff member of The Southport School, it is crucial that you understand the underpinning philosophy and aims of this school, its routines and administration, and more importantly, that you actively support the Anglican Ethos of the School. The School Prayer gives a clear understanding of the School Aims.

Make us a truly Christian Community where education embraces the whole of life. With the school may we find acceptance, healing and growth through faith in Christ and in turn service to others.

OUR TSS VALUES

We are a TEAM

We work together in a spirit of trust, loyalty, inclusion and mutual respect. We persist and encourage each other to do our best each day.

We are a community of SCHOLARS

We learn every day and our interests and different approaches bring diversity of opportunity and enrich our understanding of the world.

We are here to SERVE

We contribute positively to our classes, our teams, our school, our families, and our communities, learning to lead and to improve the world in which we live.

STUDENT PROTECTION IN ANGLICAN SCHOOLS

Anglican Schools and Education & Care Services are committed to providing environments where children and young people receive the highest standard of care, where their rights are supported, and they have opportunity to thrive and be fruitful. Such environments nurture and safeguard the intelligence, dignity, safety and wellbeing of each child or young person, by placing them at the centre of thought, values and actions.

As reflected in our Ethos, our vocation is education, driven by a vision of humanity, shaped by the image of God made visible in Jesus, present in every human being.

- Every child: made in the image and likeness of God.
- Every child: loveable and loved, unique and unrepeatable.
- Outstanding education for the flourishing of people and the good of community.

Our faith is lived. We are hospitable and welcoming communities, who embody compassion, kindness, fairness, justice and love, and where exceptional pastoral care is practiced.

Working and serving the best interests of children and young people is in everyone's best interest. This is achieved through sustaining living and learning environments that are safe, supportive and stimulating. Specifically, we:

- place emphasis on genuine engagement with children and young people.
- create conditions that reduce the likelihood of harm to children and young people.
- create conditions that increase the likelihood of identifying harm where it exists; and
- respond swiftly and appropriately to any concerns, disclosures, allegations or suspicions.

This commitment is sought to be consistently reflected through the decisions and behaviour of all persons within the School or Service, who are guided by effective governance, policies, tools and processes. This fosters a child safe culture, where acting in children and young people's best interests is at the heart of what we do.

PURPOSE OF THIS DOCUMENT

To provide the team member with the key selection criteria, specific duties and responsibilities and general responsibilities against which your appointment to, and performance in the job, will be assessed.

As part of the team, you will be expected to know the policies and procedures that govern some of the tasks you will be performing.

KEY SELECTION CRITERIA, QUALIFICATIONS AND EXPERIENCE:

Selection Criteria

- Demonstrated capacity to effectively prioritise tasks in providing high level executive support to an Executive Board.
- Demonstrated understanding and experience in the use of Microsoft Office products (Excel, Word, PowerPoint, Publisher).
- Demonstrated problem-solving abilities and the ability to adapt to meet operational needs.
- Demonstrated commitment to nurturing positive relationships between students, teachers and external stakeholders.
- Demonstrated excellent written, verbal and interpersonal skills necessary to work with all members of the school community.

Qualifications and Experience

- Degree or Experience:
Relevant qualifications and experience to meet the requirements of the position including keeping up-to-date and informed about best-practices in administration and fundraising practices.
- Working With Children Check (Blue Card):
Must hold valid Blue Card.

Additional requirements:

- Provide a recent criminal history check certificate – must be within 2 months of appointment.

DUTIES AND RESPONSIBILITIES FOR THE POSITION

This part of the document outlines the responsibilities required to competently perform the duties of the position. Of course, you will also be required to perform any other duties that the Headmaster, School Foundation or their delegate, may direct you to perform, and which could reasonably be considered relevant to the position.

SPECIFIC DUTIES AND RESPONSIBILITIES

The Southport School Foundation's aim is to raise funds for the betterment of the students at TSS. The Foundation Board are a group of skilled and passionate volunteers that guide the direction of the Foundation with the Foundation Manager role to work both with the School and the Foundation Board to enhance the aims of the Foundation.

The role will undertake key administration and financial activities while maximising the fundraising and sponsorship activities of the Foundation. The role is currently part-time and predominantly on site, however, is designed to grow and expand over time.

This position plays a pivotal role in fostering positive stakeholder relationships that support the effective and efficient operations of the school. This role liaises with other corporate departments and will adhere to relevant corporate policies and procedures.

Key responsibilities:

The role is a member the Foundation and therefore attendance at these meetings is required. The role of a Foundation Manager will undertake the following tasks, along with any other reasonable duties as requested or delegated:

TSS Foundation Administration

Ensure the administrative functions and activities effectively and efficiently serve and support the Foundation and its endeavours with tasks including, but not limited to:

- Attend and prepare minutes of meetings of the Foundation Board and committees; prepare all correspondence, documentation, and reports and arrange distribution of these.
- Respond to all correspondence as required.
- Assist and support the Foundation Board and Company Secretary with any other executive support activity as required, e.g. special events or functions.
- Attendance at events that support the TSS Foundation and/or where networking would benefit the program and support the ethos and outcomes of the Foundation.
- Management of the statutory obligations of the TSS Foundation company.

Fundraising and Sponsorship

Work with the Foundation Board to augment the Fundraising and Sponsorship endeavours of the Foundation with tasks including, but not limited to:

- Promotion of the following programs:
 - Annual giving program
 - Major School Building programs
 - Bequest program
 - Voluntary Building Fund and related contributions
 - Indigenous Education and Scholarship Fund
 - Business events sponsorship including Business Breakfast and Business Lunch program
 - Any other fundraising and Sponsorship ventures undertaken by the School or Foundation
- Promotion of the Foundation and its activities via digital media, EDM's website etc to ensure the Foundation and its purpose remain current.

Financial Administration and Commercial applications

- Management of invoicing and tracking of sponsorship and fundraising programs involved with the Foundation.
- Management of financial processes associated with commercial applications associated with the Foundation.
- Management and invoicing of sponsors for various events undertaken by the Foundation including the Business events and other campaigns associated with the Foundation.
- Analysis of Foundation activities.
- Compilation of financial reports and assistance with the Audit process of the Foundation
- Communication with the donors and sponsors, thanking and engaging for sponsorship and fundraising activities, ensuring the communication is current and open.
- Managing the Foundation database and records to ensure records are accurately maintained.

GENERAL DUTIES AND RESPONSIBILITIES

Student protection and child safety responsibilities

- Ensuring a comprehensive understanding of all relevant policies, procedures, guidelines, and reporting protocols at The Southport School.
- Creating and maintaining a safe and secure environment where students feel physically and emotionally protected.
- Recognising signs of abuse, neglect, harm, and inappropriate behaviours and conduct of students, staff, volunteers, visitors, and other persons engaging with the students.
- Immediately report suspicions of harm or disclosures to a Student Protection Officer, or the Director of Student Protection, or the Headmaster as mandatory reporters.

Ensure all school policies and procedures are complied with by:

- Complying with legal obligations of an education establishment including complying with established industrial relations practices and requirements.
- Compliance with the Student Protection Policy and Procedures including ensuring that the well-being of all students is closely monitored, and any concerns are reported to the appropriate support and leadership staff.

Ensure a safe and healthy work environment is provided for students, employees and visitors by:

- Complying with the Workplace Health and Safety Legislation and Regulations.
- Complying with The Southport School Workplace Health and Safety Policy
- Implementing documented basic safety and security practices.
- Preventing hygiene risks and problems through implementation and adherence to policy and procedures.

Display positive interpersonal skills needed for the delivery of quality service, with a particular emphasis on communication and teamwork by:

- Communicating effectively one-on-one in the workplace.
- Communicating and participating effectively as a member of a team in the workplace.
- Providing confidential employee and client relations for counselling and any grievance procedure that may take place.
- Presenting a positive, professional, and dynamic image of the School to employees, clients, and visitors at all times.
- Initiating and driving the business forward by directly representing the School's ethos and motto.
- Demonstrating the very highest level of personal insight, initiative, and maturity in all that is done and to display a sense of flexibility and willingness to work as an integral member of the team.