



Position Description

City-Country Partnership Manager

Roseville College is an established, respected independent day school for girls in Preparatory to Year 12, centrally located in Roseville on Sydney's North Shore since 1908. Ours is a learning community where girls and staff are truly known, and where every individual is valued. Our vision, to raise future-ready women who lead proficiently with strong character, is underpinned by the Christian faith.

The Roseville College staff comprises visionaries, innovators, pioneers and co-learners, who appreciate this as a meaningful, inspiring and progressive workplace where they are enriched, equipped and empowered for a fulfilling career and to make a positive impact on student generations.

Broad objective

Roseville College is proud to join with Tennant Creek Primary School and the Yadha Muru Foundation as members of the City-Country Partnership Program. The program connects high performing metropolitan schools with remote Aboriginal community schools to work together for reciprocal student and community learning outcomes.

The Partnership Manager is a key position responsible for driving the project forward. With exceptional relational and administrative skills, the Manager will support the Delivery team to prepare and complete project outcomes and facilitate the smooth operations of the City-Country Partnership program. They will be independently motivated and hard working, able to work autonomously and within a team to deliver quality work in a timely manner with the utmost professionalism.

Key relationships

- Roseville College staff
- Tennant Creek stakeholders
- Yadha Muru Foundation
- Delivery Team (staff from both schools)

Reports to

Roseville College Chaplain

The Role

- Flexible 2.5 days p/w, with the opportunity to increase as required
- Work on Roseville College campus as well as ability to work from home
- Willingness to travel to Tennant Creek as required to accompany school trips (at least once a year)

Roseville College is proudly a Child Safe Organisation, putting the best interests of children and young people first. All appointments at Roseville College are subject to Child Protection Legislation.

Roseville College 27 Bancroft Avenue Roseville NSW 2069 rosevillecollege.com



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Key responsibilities

Administration

- Establish and maintain administrative practices which ensure the effective development of the Partnership.
- Facilitate meetings between key stakeholders, prepare agendas and maintain accurate records.
- Support the Delivery Team with preparation and completion of Project Outcomes, including research, preparation of information memos, and record keeping.
- Facilitate travel between Roseville College and Tennant Creek, including booking flights, accommodation and transport.
- Other tasks as required by the Co-operation Committee.

Relationship Management and Communications

- Develop and maintain effective communication channels with key stakeholders, including Tennant Creek Primary School and Yatha Muru.
- Develop processes and procedures, including schedules of online meetings and effective shared working protocols.
- Prepare regular written updates for key stakeholders.
- Prepare communications for diverse stakeholders, including parents, alumni, prospective staff and the broader community.
- Deeply listen to and learn from the Tennant Creek community, ensuring that communication is culturally informed.
- Communicate effectively to maintain a consistent, positive and culturally appropriate tone in the partnership.

Compliance and Record Keeping

- Preparation of high-quality documentation including progress reports and stakeholder briefings.
- Ongoing maintenance of key policies, procedures and project requirements, including budget, risk management and child safety.
- Maintain excellent records, including meeting minutes, records of conversation, budgets and internal and external reports.

Child Safety

- Uphold the highest standard of child safety culture and awareness.
- Report all concerns regarding the safety of our students to the Principal or their delegate, in accordance with the College's child protection policies.
- Develop and maintain a thorough understanding of child protection obligations by reviewing the College's child protection policies and completing mandatory induction and ongoing training.

Risk and Compliance

- Adhere to the College's policies and procedures, importantly the Critical Incident Management Plan, Work Health and Safety (WH&S), code of conduct, child safety and emergency response practices.
- Consistently uphold Roseville College's values and comply with all school policies and procedures.

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Additional responsibilities

- Fulfil the requirements of this position description and other duties as reasonably required from time to time.
- Any other ad hoc requests per the needs of the College or at the request of the Principal or delegates.

Qualifications, skills and experience

- Demonstrated commitment to Christian values.
- A personal commitment to Reconciliation, a deep respect for Aboriginal and Torres Strait Islander peoples.
- Ability to listen deeply and demonstrate cultural sensitivity.
- Ability to manage diverse stakeholder groups.
- Ability to manage workflow and proactively resolve issues in an efficient manner.
- Highly organised with excellent attention to detail and the ability to identify priorities.
- Excellent communication skills.
- Ability to work in a team as well as being self-motivated and work autonomously.
- Warm and welcoming manner.
- Experience working in Education is desired.

Essential characteristics

- Actively supportive of the Christian mission and values of the College.
- Collegial and collaborative and able to work well in a team.
- Adaptable and able to work well under pressure in a fast-paced environment.
- Flexible and responsive to change.
- Excellent organisational skills.
- Exceptional interpersonal and communication skills.
- Customer focused and results driven.

This position description is subject to change based on College requirements.

Roseville College is a member of the Anglican Schools Corporation (ASC).