

## EXPRESSION OF INTEREST



### Tocal Alumni Officer

The Tocal Alumni was established in 2015 evolving from the ex-students association. Since its inception, the Alumni network has become a vital force in fostering a connected and engaged Tocal College community and continuing the legacy of Tocal College. The Tocal Alumni aim is to maintain connections with past graduates, staff and those associated with the College, including the Tocal Advisory Council and Friends of Tocal. The Alumni operates through a constituted Alumni Committee under the auspices of the CB Alexander Foundation (CBAF).

The Foundation is seeking an employee to grow and service the Alumni. It is envisaged that the employment will be on a casual basis, 7 hours per week with some out-of-hours work associated with occasional events.

#### Duties:

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- Manage the Alumni database and social media platforms, such as Potentiality
- Compile and distribute a quarterly newsletter of happenings across Tocal College and by Alumni
- Respond to enquiries regarding Alumni
- Liaise with the Alumni on an individual basis and grow the network
- Service the Alumni Committee
- Coordinate occasional Alumni events
- Collaborate with College staff and stakeholders regarding issues pertinent to Alumni interests
- Prepare and deliver Alumni reports
- Maintain and manage the Alumni merchandise and sales
- Foster the development and mentoring of both past and current students

#### Selection criteria:

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- A demonstrated connection to Tocal such as being a former student, staff member, or having actively participated in Tocal events or programs.
- A demonstrated interest in the way the Alumni can advance the College
- Computer skills and an ability to adopt Potentiality, the alumni community management software
- Excellent written and verbal communication skills in dealing with a range of people and Tocal College associations
- Organisational skills for planning and executing occasional events
- Ability to collaborate across a complex organisation
- Ability to be self-motivated and work unsupervised
- Experience in designing marketing and communication materials

**Remuneration:**

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- Crown Employees (Public Sector) Award Clerk Grade 3/4

Inquiries to: Please send your resume and enquiries to John Lennon, Tocal Alumni Chair, at [lennoh7@bigpond.com](mailto:lennoh7@bigpond.com)

Closing Date: Close of business 13<sup>th</sup> January 2024

For more information about our Alumni, [visit our website](#).