

Social & Fundraising Manager Job Description

1. STATEMENT OF COMMITMENT TO CHILD SAFETY

We are committed to child safety. We want children to be safe, happy and empowered and have zero tolerance of child abuse. We understand our legal and moral obligations to treat all concerns seriously and to report allegations and concerns about a child/ren's safety and wellbeing to authorities. We are committed to the cultural safety of all children including Aboriginal children, children from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability.

2. POSITION PURPOSE

The Social & Fundraising Manager's primary role is to establish a social and fundraising activities schedule for the year depending on the capital expenditure priorities determined by the Committee of Management. To assist in organising these events the Social Manager is responsible for establishing a Social Subcommittee at the beginning of the year as per the Social Subcommittee Terms of Reference.

3. KEY ATTRIBUTES OF THE ROLE

This role is seen as suitable for person with good organisational and interpersonal skills.

4. KEY RESPONSIBILITIES AND ACTIVITIES

Key Responsibility:	ESTABLISH A SOCIAL SUBCOMMITTEE
Activities	
<ul style="list-style-type: none"> ▪ Form a subcommittee including two social sub committee members and the 3 year old and 4 year old group representatives to assist in the various events throughout the year. ▪ Clarify roles and responsibilities amongst the social sub-committee. ▪ Assign tasks/jobs as per required 	

Key Responsibility:	ESTABLISH SOCIAL & FUNDRAISING ACTIVITIES FOR THE YEAR
Activities	
<ul style="list-style-type: none"> ▪ Determine with Committee of Management fundraising target for the year. ▪ Review previous Annual Parent surveys to determine best placed social/fundraising events. ▪ Plan a schedule of events and fundraising activities for the year. ▪ Communicate to the kindergarten families via the newsletter/Audiri (previously Skoolbag) what the fundraising money is being raised for and the schedule of fundraising/social activities. ▪ Coordinate with Marketing to assist with promotion of social and fundraising events. ▪ Keep an accurate financial record of monies raised, expenses and other details for reference. ▪ Review any fundraising correspondence sent to the Kinder. ▪ Attend monthly Committee of Management meetings and provide monthly reports ▪ Participate in Annual Policy Reviews as required 	

Key Responsibility:	ORGANISE FUNDRAISING EVENTS
Activities	
<ul style="list-style-type: none"> ▪ Events can include Hot Cross Buns Morning Tea, Trivia/Auction Night, Personalised Plates/Aprons, Cookbooks, etc ▪ All this is done with the assistance of the social subcommittee 	

Key Responsibility:	POLICIES MANAGEMENT
Oversee updates (follow templates and update schedule) and manage the following policies	
<ul style="list-style-type: none"> ▪ Dealing with Medical Conditions Policy ▪ Administration of Medication Policy ▪ Food Safety Policy ▪ Hygiene Policy 	