

POSITION DESCRIPTION

ADMINISTRATION: EVENTS & MARKETING

ABOUT THE COLLEGE

Victory Christian College is a Prep to Year Twelve College, which caters for individual needs and interests within a caring and disciplined environment. We provide a strong academic and diverse curriculum, which engages students and challenges them to achieve their best. At Victory, students are encouraged to develop a personal relationship with God and to understand that through this relationship, they have a life filled with purpose and promise.

Victory Christian College is a Christian organisation. It exists to advance the Christian religion through the provision of education and religious instruction, in a Christ centred environment in which the spiritual, academic, social and physical development of the individual can be fostered in harmony with the home and the church community.

We believe that the Bible, comprising the Scriptures in the Old Testament and New Testament, teaches the truth about essential beliefs of the Christian faith including who God is, who Humanity is, what the Gospel is and what response God requires from his people.

We believe that the ultimate meaning and purpose of life rests in Jesus Christ and His work on the cross. The College is a beacon of hope, built upon the foundation of the redeeming love of God through Jesus Christ.

The College plays an important role in the formation of students, at the invitation of their parents - in leading and nurturing them, spirit, mind and body, to lay hold of their unique purpose and potential in God's world, and to equip them for a life of fulfilment and significance. It is the aim of the College that graduating students will be transformational in their future callings and vocations.

The College is dedicated to continuous improvement and maintaining a high achieving learning environment. An expert and passionate staff implement a rigorous engaging curriculum, which enables and equips students to achieve academic success.

The well-resourced workplace at Victory has a strong and supportive team ethos. It allows staff to flourish professionally and personally and is characterised by encouragement, challenge and acceptance of the individual.

Our staff members share the College vision and are encouraged to continuously develop their own professional skills and faith, thereby being equipped to facilitate students' learning and personal growth.

COLLEGE VISION

Victory Christian College is committed to sharing Christ's love and pursuing academic excellence in a dynamic community, which fosters creativity and personal success.

Victory Christian College builds leadership, hope, compassion and self-discipline through a safe and nurturing environment.

CHILD SAFE STANDARDS

VCC is committed to creating and maintaining a child-safe and child-friendly environment, where children and young people are safe and feel safe. It is vital that we are diligent ambassadors for child safety as an expression of our Christian values and ethos.

Our approach to child safety, including our specific legal obligations, are detailed in our Child Safety and Child Protection Policies. All are available on the College Website:

<https://www.vcc.vic.edu.au/policies-and-publications>

POSITION DETAILS

Administration: Events & Marketing. This position is offered on a part-time to full-time basis, with EFT negotiable depending on the skills, experience and availability of the successful candidate.

Join Victory Christian College in a dynamic Events and Marketing support role, contributing to the planning, coordination and promotion of College events and communications. This position provides high-quality administrative and marketing assistance, supporting staff, students and families through professional, engaging and welcoming interactions. Working within a collaborative and supportive team environment, the role plays a key part in enhancing community engagement and the College's public presence, while upholding the College's Christian ethos, Statement of Faith and commitment to a positive and Child Safe learning environment.

DESIRABLE SKILLS & QUALIFICATIONS

- Experience in coordinating events, supporting marketing initiatives and managing social media platforms
- Experience in creating and scheduling content, promoting events and maintaining a positive online presence to enhance the organisation's visibility and engagement
- Advanced skills in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook), and other relevant office and database management software
- Photographic and graphic design skills are favourable, but not essential
- Exceptional communication and interpersonal skills, and an ability to deal with all members of a school community
- Experience in working collaboratively within a team, providing support, sharing knowledge and helping achieve common goals
- Ability to manage multiple tasks and prioritise competing deadlines
- Level 2 First Aid Qualification
- Current Driver's Licence
- Working with Children Check.

DUTIES

- Plan, coordinate and deliver whole-school and departmental events
- Manage event logistics, including set-up and pack-down, room preparation, equipment coordination and on-the-day support
- Liaise with venues, caterers, suppliers and other external agencies
- Support parent and community engagement initiatives through effective communication and event delivery
- Social media account and content management
- Website management
- Compiling and publishing weekly College Newsletter and other publications as required
- Employment advertisements
- Coordinating marketing school photos days, media shoots and event publicity
- Follow all College policies, procedures and Codes of Conduct
- Support and implement strategies that contribute to a positive, safe and Child Safe learning environment
- Undertake other duties as directed by the Principal or Office Manager.

REMUNERATION

Time Fraction: As negotiated with successful candidate.

Victory Christian College is a respondent to the *Educational Services (Schools) General Staff Award 2020* plus 12% Employer Superannuation contributions and other entitlements as listed under this Award. **Support staff salaries are paid at 10% above Award rates.** Staff may salary sacrifice additional Superannuation.

Classification Range: Level 3.1 \$61,151 FTE – Level 5.2 \$73,338 FTE, dependant on qualifications and experience.

COMMENCEMENT DATE

As negotiated.

APPLICATION PROCESS

1. Please submit the following via email (careers@vcc.vic.edu.au):
 - Letter of introduction
 - Current Curriculum Vitae
 - The email and telephone contact details of four referees (two professional, two personal)
 - Response to the following Key Selection Criteria
 - Signed [Child Safety Code of Conduct Declaration](#)
 - Proof of Working with Children check clearance
2. Complete the Application Form in Google Forms: <https://forms.gle/hTcjX8bEHeoYF31VA>

KEY SELECTION CRITERIA

1. Experience in planning, coordinating and delivering events, including managing logistics and communication
2. Demonstrated experience supporting marketing initiatives, including social media management, website updates, event promotion and preparation of hard copy and digital publications.
3. Well-developed written and verbal communication skills with the ability to engage professionally and effectively with staff, students, parents and external stakeholders.
4. Highly developed organisational skills, including the ability to manage multiple tasks and competing deadlines.
5. Demonstrated Christian faith and maturity, with a high level of commitment to the ethos, values, and Statement of Faith of Victory Christian College.

APPLICATION SUBMISSION

Applications close **Monday 16th February, 2026 at 9.00am**.

Applications to be emailed to careers@vcc.vic.edu.au

INTERVIEWS

Shortlisted applicants will be invited to attend an interview.

INFORMATION RELEVANT TO THE ROLE

Please read these documents before submitting your application:

- [Conditions of Employment](#)
- [Victory Christian College Statement of Faith](#)