



About Us

The Anglican Schools Corporation (ASC) is a network of schools, established in 1947 by the Synod of the Anglican Church Diocese of Sydney. Operating across Greater Sydney, the South Coast and the Central West of NSW, ASC provides high-quality, affordable Christian education within a biblical worldview. The Corporation supports schools to deliver excellence in teaching and learning, maintain safe and efficient operations, and grow sustainably in service of local communities.



Our Vision:

Serving Christ by equipping students for His world.



Our Mission:

To provide affordable, high-quality Christian education.



Our Objectives:

- To provide high quality education within a Christian worldview that is shaped by the Bible.
- To communicate in word and deed the gospel of Jesus Christ to students, staff, parents and the wider community.
- To provide education that is financially accessible to local communities.
- To operate the Corporation efficiently and safely.
- To grow the Corporation.



Our Values:



Act justly

Serving with integrity, diligence and a commitment to excellence.



Love mercy

Showing kindness, respect and genuine care for others.



Walk humbly with God

Modelling humility, trustworthiness, teachability and servant leadership.



Position Description

Position Title:	Communications & Engagement Specialist
Written by and date:	Director People, Culture & Communications April 2026
Employee Name:	Vacant (TBC)
Department:	People, Culture & Communications
Location:	Group Office, Hurstville NSW 2220
Responsible to:	Director People, Culture & Communications
Position context:	The Communications & Engagement Specialist operates within the Group Office of the Anglican Schools Corporation and plays a key role in shaping ASC's collective image and facilitating meaningful engagement across multiple school sites. This position requires balancing the development of a unified group identity with the recognition of each school's unique character, while driving effective communication strategies to connect stakeholders both internally and externally.
Key working relationships:	<ul style="list-style-type: none"> • Group Office Executive and Managers • School Principals and Executive • School-based Communications & Engagement functions
Position Purpose:	The Communications & Engagement Specialist works collaboratively across the Anglican Schools Corporation (ASC) to strengthen shared identity and reputation. A key focus is on enhancing internal communications from the Group Office – ensuring clear, timely, and meaningful information flows across the ASC network. The Specialist helps highlight the collective story of ASC schools, maintaining a visible and engaging presence for the group through digital channels and the Group Office website. By building relationships and sharing resources, the role ensures ASC's values and vision are widely understood and positively represented.

Key Responsibilities:	<p>Internal Communications</p> <ul style="list-style-type: none"> • Developing strategies to keep employees engaged and aligned with company goals, culture, and initiatives, particularly during times of change. • Strengthen internal communications from the Group Office to schools and stakeholders, ensuring important updates and key messages are delivered clearly and consistently. • Assist with communications for Group Office events, announcements, and special situations as needed. • Establish and manage centralised Group Office communications calendar to coordinate, sequence, and pace the flow of information and requests to schools. • Work collaboratively with all Group Office departments to ensure communications align with broader strategic communication scheduling and priorities. • Advise the Group Executives and Managers on the timing, channel, and volume of messaging to ensure alignment with school-based rhythms and minimise communication fatigue.
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	<p>Branding & Marketing</p> <ul style="list-style-type: none"> • Championing the brand identity, managing brand reputation, and integrating marketing principles into communications to drive awareness and growth. • Collaborate with school leaders and the Group Office executive to foster a cohesive ASC identity that reflects the strengths and diversity of the group. <p>Strategic Advisory</p> <ul style="list-style-type: none"> • Directly advising executive leadership on messaging, reputation management, and communication strategy. • Support and advise on messaging, tone, and presentation to build a consistent and engaging public presence for ASC on digital platforms. • Provide strategic advice to executive and senior leaders on communication governance, sequencing, and prioritisation to support effective decision-making and organisational clarity. <p>Content & Channel Management</p> <ul style="list-style-type: none"> • Producing high-quality, compelling content across diverse channels, including intranets, social media, and digital media. • Maintain, update, and enhance the Group Office website and digital communications platforms, ensuring content accurately reflects ASC’s mission, values, and achievements. • Monitor and evaluate the effectiveness of internal and digital communication activities, seeking new opportunities for improvement. <p>Stakeholder Engagement</p> <ul style="list-style-type: none"> • Building and maintaining relationships with internal teams, external partners, and community members. • Support initiatives and projects that showcase ASC’s work and impact across its schools and communities. • Establish rapport with individual schools to cultivate direct, collaborative relationships with school leaders and/or school-based communications and marketing staff • Actively engage with individual school cultures, tones, and values to ensure Group Office initiatives are delivered in a way that feels authentic and robustly aligned with each school community. • Facilitate a collaborative partnership between the Group Office and school-based communicators, enabling a two-way exchange of insights and feedback so that corporate strategy and local school realities remain aligned for the benefit of the whole Corporation.
<p>Challenges and Opportunities</p>	<ul style="list-style-type: none"> • Building a shared ASC identity while celebrating the distinctiveness of each school. • Engaging thoughtfully and enhancing internal communications within a large and diverse network. • Contributing to ASC’s recognition and engagement within and beyond the organisation. • Exploring new digital communication strategies to better reach all audiences.



Requirements and Qualifications:	<p>Essential</p> <ul style="list-style-type: none"> • Tertiary qualifications in communications, public relations, marketing, or a related field. • Current and valid NSW Working with Children Check (WWCC) (Employee). • Extensive experience in an integrated communications role, crafting unified, consistent messages across all channels – including public relations, social media, and internal communications – for cohesive brand identity and strengthened reputation. • Exceptional written and verbal communication, stakeholder management, and digital literacy to develop and implement engagement strategies. • Strong organisational and project management skills. • Competence in managing websites and digital communication tools/platforms. • Genuine commitment to the Christian ethos, values and mission of the Anglican Schools Corporation. <p>Desirable</p> <ul style="list-style-type: none"> • Experience within the education sector or a highly regulated environment. • Regulatory & Compliance Knowledge – understanding of educational policies, employment law, and safety standards.
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Acknowledgement of position requirements			
Position holder: (Name and signature)		Date:	
Manager: (Name and signature)		Date:	