



Position Vacant

SENIOR COMMUNITY COMMUNICATIONS MANAGER PERMANENT, FULL-TIME

Cranbrook School is seeking an outstanding and experienced Senior Community Communications Manager to join our Marketing & Communications team.

ABOUT THE POSITION

This is a full-time position based at the Senior School campus in Bellevue Hill.

The Senior Community Communications Manager will be responsible for leading the strategic community communications function and will design communication for the community that fosters purposeful connections, is consistent and aligns with strategic priorities.

Reporting to the Director of Marketing & Communications, this position will be responsible for:

- Creating strategic content and building meaningful communication plans
- Managing market insights and professional responses to emerging risks and trends
- Building and maintaining trusted relationships with key stakeholders and community groups
- Monitoring and reporting on strategic communication effectiveness using data and feedback to drive improvements
- Crafting, proofing and executing communication across a broad range of platforms and brand touch points

ABOUT YOU

You are a skilled communications professional who has extensive experience designing, implementing and evaluating community communications strategies and projects.

You possess strong community engagement skills and have a track record of building trust across diverse audiences. With a flexible approach, you are highly creative and have the ability to brainstorm collectively and think on your feet.

SELECTION CRITERIA

- Tertiary qualifications in Communications, Journalism or a related discipline
- A minimum five years' experience in communications or public relations role
- Significant experience developing professional internal communications
- An understanding of social media and the targeted approach for individual platform requirements
- Excellent working knowledge of the MS Office suite and relevant digital platforms
- Outstanding interpersonal skills, including the ability to work effectively and collaborate with internal and external stakeholders
- Exceptional written and verbal communication skills with experience preparing executive level content
- Ability to work to tight deadlines and manage competing tasks simultaneously
- Strong attention to detail
- Demonstrated capacity to deal with issues proactively, take ownership of tasks, use initiative and produce work of a consistently high standard
- Discretion and the ability to maintain appropriate levels of confidentiality
- A firm commitment to safeguarding and promoting the welfare of children
- A demonstrated understanding of child safety and appropriate behaviours when engaging with children.

Experience in an independent school setting is not essential but will be highly regarded

HOW TO APPLY

Applications should include a resume and a cover letter addressing the selection criteria and reasons for your interest in the position. Applications should be submitted via email to recruitment@cranbrook.nsw.edu.au. Details of at least three referees will be requested from the successful applicant.

Please apply to Cranbrook School directly as agency candidates are not being considered at this time.

CLOSING DATE: Friday 25 July 2025

ABOUT CRANBROOK SCHOOL

Cranbrook is an Anglican, independent day and boarding school, Pre-school to Year 12.

Our vision is to be a world class school which encourages and enables all of our students to explore, enjoy and fulfil their potential. We lead our students to discover and make the most of their talents, to thrive in, and love the pursuit of, excellence. As a school we energise the educational environment by offering a rich and distinctive schooling both within and beyond the curriculum and give powerful pastoral support. Cranbrook builds resilience and confidence so that each student can face the challenges of the twenty-first century with personal confidence, intellectual versatility, academic hunger and optimism.

Cranbrook is an International Baccalaureate (IB) World School, and is accredited as an IB Continuum School, offering the PYP, MYP and IB Diploma Programme.

Cranbrook School is a child safe organisation. We actively promote the safety and wellbeing of all students and are committed to protecting our students from abuse and harm.

WORKING WITH CHILDREN CHECK AND WORKING RIGHTS

The successful applicant for this position will be required to hold a current NSW Working with Children Check clearance. Applicants must be an Australian citizen or permanent resident or hold a visa with appropriate working rights.