

THE ROLE



Brand & Digital Design Coordinator

Position Title	Brand & Digital Design Coordinator
Level	Dependent upon experience
Commencement Date	Immediate
Hours	Temporary Part-Time – 12 months Maternity Leave 15-20 hours per week, hybrid working environment in the office, with some remote days.

Thomas Hassall Anglican College is a vibrant P-12 independent College located with close access to the M5 and M7 in the growing southwest of Sydney. We are committed to challenging our students to look beyond boundaries and to use their gifts and talents to make a difference in the world. We are guided by our vision – Growing and Nurturing Excellence in Learning, Wisdom and Service.

The College is seeking to employ a Brand & Digital Design Coordinator to provide high-level design and digital support to bring the College's visual storytelling to life. Partnering closely with the Director of Marketing and Community Engagement, this role operates with a high degree of autonomy to produce premium graphic design, manage the College's website, and ensure all daily communications seamlessly align with the College's established brand vision.

Key Selection Criteria

the successful applicant for the above position must be able to provide evidence to support the following criteria:

- High-level proficiency and proven experience using the Adobe Creative Suite (specifically InDesign, Illustrator, and Photoshop).
- Demonstrated experience working within a Microsoft 365 environment (SharePoint, Teams, Word, Excel).
- Demonstrated experience in website management (CMS), digital content creation, and working within strict brand identity guidelines.
- Proven ability to work independently with a high level of self-direction, as well as collaboratively within a broader team.
- Strong personal Christian faith and active, practising church membership.

Desirable:

- Strong practical camera skills for event photography.
- Video skills (shooting and editing).

Qualifications

- Degree or equivalent industry experience in Graphic Design, Digital Marketing, or Communications.

THE ROLE



Applications should include:

- Cover application letter
- Completion of Employment Application form available on the College website - This should include the names, addresses and phone numbers of three confidential referees. One of these needs to be from a Christian Minister.
- Resume outlining experience relevant to the position
- Written response addressing the Key Selection Criteria in a maximum of 2 pages
- Valid NSW Working with Children details (WWCC)

Thomas Hassall Anglican College is dedicated to maintaining a child-safe environment and is committed to the safety, welfare and wellbeing of all children and young people entrusted to our care. Our Child Safe Program includes A Child Safe Policy developed in alignment with the Child Safe Standards, background screening and reference checks. We have a zero-tolerance for child abuse and are committed to doing what we can to keep students safe from harm.

To apply, please complete an [Application Form](#) or visit our [website](#) for more information.

**Please note applicants will be considered for interview upon receipt of application.
Appointments may be decided before the closing date.**

Any enquiries, please contact employment@thac.nsw.edu.au.

ROLE DESCRIPTION



Brand & Digital Design Coordinator

Primary Purpose:

The Brand & Digital Design Coordinator provides high-level design and digital support to bring the College's visual storytelling to life. Partnering closely with the Director of Marketing and Community Engagement, this role operates with a high degree of autonomy to produce premium graphic design, manage the College's website, and ensure all daily communications seamlessly align with the College's established brand vision.

Accountable to:

The Principal through the Director of Marketing and Community Engagement.

Directly reports to:

Director of Marketing and Community Engagement

Relates to:

1. Principal
2. Business Manager
3. Prospective and Existing Parents
4. Executive Team
5. College Leadership Team
6. Administration Team

Major Responsibilities

The Brand & Digital Design Coordinator is responsible to the Principal through the Director of Marketing and Community Engagement for:

- Graphic Design & Brand Execution (Adobe CC Focus): Execute the creation, layout, and editing of visual collateral using the Adobe Creative Suite (InDesign, Illustrator, Photoshop).
- Act as a brand champion, ensuring the College's corporate and visual standards are consistently applied across all internal and external touchpoints.
- Provide high-level photo editing and graphic design for advertising campaigns, publications, and community announcements.
- Website, Digital & Systems Management: Take autonomous ownership of the day-to-day maintenance and content updates for the College website (CMS).
- Write, design, and publish engaging digital content, including web articles, blogs, newsletters, and social media posts.
- Utilise the Microsoft 365 environment (including SharePoint, Teams, and Office) for internal communications, document management, and collaborative workflows.
- Multimedia, Camera & Video Production for College Events and campaigns.

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- Marketing & Community Support: Provide design and promotional support for College events, parent groups, alumni relations, and fundraising initiatives.
- Assist with general administrative tasks, data entry, and mail-outs as required to support the broader Community Engagement team.

The Brand & Digital Design Coordinator is expected to be present at:

- all mandatory College events,
- all mandatory professional development activities

This role description is underpinned by the College Policies, Procedures and Guidelines