

Role description	Manager, Communications and Public Relations
Organisation	Mercy Education Limited (MEL) is an incorporated Ministry of Mercy Ministry Companions (MMC). MMC is responsible for ensuring, as faithfully as Catherine McAuley and her sisters, that the Catholic identity charism and spirituality of schools previously under the stewardship of the Institute of Sisters of Mercy of Australia and Papua New Guinea (ISMAPNG), thrive into the future. MEL is one of the many not-for-profit works of MMC operating throughout Australia. MEL governs Mercy Colleges within the Education Ministry across Victoria, South Australia and Western Australia. In addition, several secondary colleges have chosen to be affiliated with Mercy Education, particularly to engage with the Mercy ethos and the philosophy and mission of the Sisters of Mercy.
Reports to	Chief Executive Officer
Direct reports	Communications Officer 0.6 FTE (additional staff may be assigned to report to this role)
Key Relationships	The MCPR will work from the Head Office, currently based in Alphington. Key relationships include: • MEL National Office Staff • MEL Schools staff • MEL Board Directors, through the CEO • MMC – Executive personnel & Trustee Directors, through the CEO • ISMAPNG – including Alphington Staff & Sisters of Mercy • Mercy Affiliate Schools staff
Office location	Suite 2.02, Level 2, 289 Wellington Parade South, East Melbourne VIC 3002
Values	Justice, Compassion, Hospitality, Service, Respect and Courage
FTE	1.0 FTE (Full Time Equivalent)
Tenure	5 years from point of commencement (2025 – 2030) with a 6-month probation period
Remuneration	\$150,000 per annum plus 12% superannuation and four weeks annual leave
About this Role Description	As MEL evolves to meet the changing needs of our key stakeholders, so will the responsibilities required of staff. As such, the role description is intended to summarise the role at the date of commencement and will evolve over time.
Version	2.0 (Current as of 18 August 2025)

1. Core responsibilities

1.1 Communication strategy

- develop and execute a communication strategy and annual work plan
- manage the Mercy Education brand and visual identity
- oversee the publication of Mercy Education materials, including (for example) the Annual report, invitations, brand and style guides
- manage the Mercy Education calendar
- provide strategic advice to the team on preparation of materials
- be a point of contact for all media inquiries
- stay updated on industry trends, best practices, and emerging communication technologies for the benefit of Mercy Education
- evaluate and report on the effectiveness of communication activities, to key stakeholders including the CEO and Board Directors.

1.2 Digital communications

- establish a media-informed office, to ensure we are well positioned to receive, respond and contribute to local and national media
- create, source and manage engaging content for various channels, including press releases, articles, blog posts, social media posts, podcasts and website content
- introduce and manage social media platforms, including LinkedIn and Instagram
- manage the Mercy Education website and intranet.

1.3 Communications network

- establish and sustain a Communications network across our Mercy schools for the dissemination and creation of initiatives that represent Mercy education
- collaborate with schools to provide communication leadership and oversight for various initiatives, events and celebrations
- lead and influence a commitment from all colleges to brand consistency
- build strategic networks and partnerships with media contacts and key stakeholders to secure media coverage or avoid media coverage when required
- design and implement media training for senior executive across the Mercy network.

Perform any other duties as directed by the CEO and necessary to the performance of the role.

2. Key selection criteria (respond to these in your application)

Demonstrate:

2.1 Mission and values: a commitment to the mission, vision and values of Mercy Education and the ministerial works of the Sisters of Mercy

2.2 Qualifications and experience: professional and tertiary qualifications in communications, marketing and public relations and relevant experience in the education industry

2.3 Communication and interpersonal skills: outstanding verbal and written communication skills and interpersonal skills, and an ableness to operate with confidence and discretion

2.4 Strategic and project leadership: proven track record in strategic planning, project management and operational leadership

2.5 Vendor and budget management: experience in managing vendor relationships and leading IT projects while adhering to budgets and timelines

2.6 Teamwork and innovation: ability to work flexibly, independently and within a team environment, to plan and prioritise workflow to meet deadlines and deliver high quality outcomes, with a capacity for innovation and implementation

3. Other Relevant Information

- This role will require a Working with Children Check for each state in which Mercy Education operates, and a National Police Records Check
- Under Victorian Work Cover legislation, it is the applicant's duty to advise Mercy Education of any pre-existing medical conditions, which could be aggravated by the type of pre-existing injury/disease for which they are applying
- All employees are required to adhere to Mercy Education Limited policies and procedures as varied from time to time.

Application timeline and process

Submit a cover letter that includes your detailed response to the key selection criteria (max 2 pages) and your detailed Curriculum Vitae/Resume

To: employment@mercy.edu.au

By: 5:00pm Sunday 7 September 2025

For more information about the role please contact Michael Vella, Acting CEO, on 0403 705 642.