



Marketing and Communications Officer (Fixed Term 12 months)

About us

Tec-NQ is different. We are a registered training organisation (RTO), an independent senior secondary school and an accredited boarding school delivering education and vocational training to the Townsville and North Queensland region, in a work-based training environment.

At Tec-NQ we are extremely passionate about training the next generation of trades and about building a workplace culture where our people feel empowered to make a difference and are excited about what they do! We provide opportunities for professional growth and foster collaboration and camaraderie amongst our team, all the while prioritising the safety of our people and students.

About the Role

Tec-NQ is seeking a Marketing and Communications Officer to coordinate events and implement a range of marketing, recruitment and communications strategies for Tec-NQ. The position will report to the Head of Marketing and Communications.

The position is to be based in Townsville on a fixed term (12 month) basis.

Our ideal person will undertake duties such as:

- Represent Tec-NQ at events and functions relating to lead generation and enrolments.
- Implement multi-platform communications strategies and coordinate event plans, fulfil sponsorship obligations and track enrolment targets for the senior school, boarding and RTO.
- Coordinate media communications and marketing collateral.
- Plan and implement marketing campaigns and activities.
- Provide event coordination.
- Track effectiveness of various campaigns and collateral updates.
- Identify and integrate new marketing opportunities.

Selection Criteria

Essential

1. Experience in a communications / marketing role.
2. Demonstrated ability to think creatively and innovatively whilst maintaining attention to detail.
3. Demonstrated interpersonal and written communication skills, including the ability to liaise and negotiate with a variety of people.

4. Proven ability to utilise social media, contemporary marketing software and promotional tools to produce marketing collateral and merchandise.
5. Demonstrated aptitude to meet compliance and privacy requirements in relation to production of marketing material, advertising and social media.
6. Prior experience in planning and implementing successful events.
7. Ability to manage timelines in a fast-paced environment
8. Team player along with the ability to work independently
9. The possession of, or an ability to gain a Queensland ' Blue Card' to work with children or the eligibility to obtain
10. Fully vaccinated for Covid-19 as per Queensland Health requirements for high risk setting (school)
11. Current C-Class Australian Drivers Licence

Desirable

1. Experience in the education sector, preferably a secondary school and/or RTO

What our staff say

"Supporting a young person's journey from a year 10 school student, to a school-based apprentice and finally to achieving a full apprenticeship has given me an enormous sense of pride and a great deal of satisfaction."

"Since starting to train apprentices at Tec-NQ, I have loved sharing my experiences with the students and watching them grow. I also love working with the other teachers and found I have a much better work:life balance!"

Applications close Thursday 9th June 2022
Forward your resume and response to selection criteria to:

Stacey Cox
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