



Join our team

Marketing and Communications Manager

Be a part of our transformative and
supportive community empowering
the next generation of learners.

Discover Holy Cross College

Holy Cross College has been a cornerstone of quality Catholic education since 2010. Starting from humble beginnings, Holy Cross College has grown to become a thriving community with a double stream Primary School and six stream Secondary School on one campus in the heart of Ellenbrook.

Grounded in our faith and inspired by our connected and caring community, we strive to build promising futures for families and shape compassionate, confident and capable individuals prepared to make a positive impact on the world.

Our vision is for Holy Cross College to be a community of transformation in the spirit of the Risen Christ inspired by our College Patron, St Oscar Romero. Our mission is to empower students to have life to the full, inspired by Christ's journey of transformation and redemption.

At Holy Cross College, our holistic approach is guided by our LIFE pillars:

Learning: Our focus is on developing core learning skills to ensure our students are equipped to face the challenges of a rapidly changing world.

Inter-relationships: Nurturing a caring, compassionate and connected environment – not only among our students, but also our wider community.

Faith: Celebrating a hope-filled Christian faith, grounded in reflection that leads to justice and service. Our faith-based approach to education encourages students to explore and deepen their spirituality, helping them to develop a strong sense of social justice and service.

Enrichment: Enriching the lives of our community members through engagement in holistic opportunities that exist beyond the classroom.

Position Description

The Marketing and Communications Manager will be instrumental in articulating and promoting the College's vision and mission, and enhancing the College's visibility. In alignment with CECWA's Strategic Initiatives, the Marketing and Communications Manager will endeavour to establish and grow meaningful partnerships with our communities highlighting the value and contribution of a Catholic education, whilst also seeking to grow interest in the College and enrolments.

The Marketing and Communications Manager will be responsible for the development and delivery of the College's strategic marketing initiatives in line with the 2026–2028 Catholic School Improvement Plan. They will also be required to manage communication channels and platforms, and coordination of key College and community events. The Marketing and Communications Manager must possess strong interpersonal skills, enabling effective engagement and collaboration with a diverse range of stakeholders, and have a comprehensive understanding of educational environments. Additionally, they should be capable of working both independently and collaboratively within a team.

The Officer reports to the Vice Principal. This is a 0.6FTE ongoing position which commences in January 2026 (or earlier by mutual agreement).

Responsibilities

Community and Pastoral Care

- Manage and maintain digital platforms, including the College website, social media channels, and email communications.
- Oversee the creation and distribution of promotional materials, publications (i.e. Yearbook, newsletters, and other communication content).
- Build and maintain productive partnerships with internal and external stakeholders, including parents, staff, alumni, and community organisations.
- Develop, establish, and expand a vibrant alumni program to foster ongoing engagement, support, and connection between the College and its former students.

Education and Learning

- Promotion of workshops, tutoring programs, enrichment activities, and other learning initiatives on offer at the College to ensure that students and families are aware of and engaged in opportunities that support education development.
- Highlight academic success, extracurricular accomplishments and personal growth stories through weekly communications, social media, and the College website to foster a culture of excellence.
- Promote the benefits of a Catholic education in fostering holistic development, thereby enhancing overall student outcomes.

Catholic Identity and Faith

- Develop and implement marketing and communication strategies that reflect and promote the ethos and values of Catholic education.
- Manage and maintain communication platforms, ensuring messaging aligns with Catholic teachings and the College's vision and mission.
- Create compelling content that highlights the distinctive nature and benefits of Catholic education to prospective families and the wider community.
- Establish and nurture strong relationships with our parish community and local Catholic organisations.

Stewardship

- Coordinate and promote key College events and community engagement activities working in collaboration with others as required.
- Monitor and analyse the effectiveness of marketing campaigns and communication efforts, providing regular reports and recommendations.
- In collaboration with the College's Enrolments Officer, support enrolment initiatives by enhancing the College's visibility and reputation within the community.
- Track and evaluate market trends to guide and enhance marketing strategies, and provide feedback and direction to the Leadership Team.
- Ensure the delivery of consistent and impactful brand messaging across all communication platforms.
- Oversee the development, coordination and design of all College-branded assets utilised in daily operations, as well as in traditional and digital marketing initiatives.
- Support College staff with marketing, communications, promotional and writing activities as directed.

Why Join Us?

Each staff member at Holy Cross College plays a fundamental role in advancing our vision, mission and the strategic direction of the College. Our team is collaborate and committed to seeking new knowledge, keeping the College continually at the forefront of modern education. With access to state-of-the-art facilities, new technologies and abundant resources, we seek to provide our community with the best learning experience.

Employees enjoy:

- Salary packaging benefits
- Discounted rates on corporate health insurance and wellbeing initiatives
- One additional leave day: Catholic day leave
- Fitness Centre
- Work with State-of-the-art technology
- Professional development - Apple Distinguished
- 30 minutes from the CBD
- Connected community

Apply Today

Commencement Date: January 2026.

Persons appointed to this position should address the following points:

- Actively support and promote the objectives and ethos of Catholic Education as articulated in the Bishops of WA Mandate for Catholic schools and the Vision and Mission of the College.
- Demonstrate capacities in all areas of the key responsibilities as articulated in the Role Description.
- Have completed or be willing to undertake and complete accreditation to work in a Catholic school.
- Have a current Working with Children Card (WWCC).

It would be preferred if candidates met the following criteria:

- Tertiary qualifications in Marketing, Communications and/or Public Relations.
- Experience in a Marketing, Communication and/or Public Relations role within an education environment.
- Demonstrated content development, photography and writing skills.
- Strong digital marketing experience across several platforms.

Conditions: 0.6FTE, Ongoing

Salary: Administrative and Technical Officers CEWA Salary Schedule Level 4, Step 6.

Applications Close: Wednesday 5 November 2025 at 4:00pm.

Please complete the below checklist and email the appropriate documents to the Principal's Assistant at: employment@holycross.wa.edu.au.

All applications should be sent with the following documents:

- Valid working with Children Card
- Academic Transcripts
- Covering letter (no more than two pages)
- Resume
- [Application For Employment Form](#)