



## **Church Administrative Assistant**

### **The Parish of Christ the King Willetton**

### **Position Description**

#### **Role Description:**

The role of the Administrative Assistant is to provide administrative support to the Lead Minister and Parish Council.

#### **Hours:**

- This position will be 0.4FTE (2 days per week/15 hours).
- Working days/times are by negotiation with the Lead Minister.
- Working hours will take place at the Parish centre in Willetton.

#### **Award/Salary:**

- Part time (or casual by negotiation) with a 3 month probation
- For one year, with the possibility for extension
- The Clerks Award Level 3 is \$23.28 per hour (including leave accrual, insurance and superannuation, equating to \$28.35 per hour).

#### **Criteria:**

We are seeking to appoint a suitably experienced and enthusiastic person to this position at Christ the King. The preferred candidate would possess a well-developed skill set in administrative processes, communications, and ideally (though not required) have experience working in a church setting. The preferred candidate must be a committed Christian, able to keep confidence, and be a personable team player who is willing to contribute to the improvement of the Parish by the grace of God.

The Administrative Assistant will be provided with adequate office equipment at the cost of the Parish.

## **Key Responsibilities**

### **Characteristics and Attributes:**

- Personal spiritual life and growth as a top priority
- Clear understanding that the administrative role is to provide the platform which supports and facilitates the work of ministry and outreach programs
- Strong organisational ability and understanding of administrative systems
- Well developed interpersonal skills, willing to be flexible and gracious
- A self starter willing to learn on the job

### **Tasks and Responsibilities:**

#### **Personal development**

- Attend and participate in all staff prayer, meetings, workshops and retreats as scheduled and advised
- Remain accountable to the Lead Minister regards their continuing growth in knowing Christ and making him known in their everyday life.
- Undertake to have a significant working knowledge of the Anglican church
- Willing to contribute to the development and implementation of strategic planning

#### **General responsibilities**

- Maintain and/or prepare with volunteers where appropriate:
  - o Appropriate Registers with the required information
  - o Mail (electronic and physical) and respond to Answering Machine messages
  - o Website, internal calendar and notice boards
  - o Weekly notices sheets
  - o Service Power Points (including announcements)
  - o Manage purchase of office consumables and equipment
  - o Delegate and manage office functions with volunteers where appropriate
  - o Maintain filing system
  - o Liaise with groups using the church facilities and manage bookings
  - o Oversee church security processes, including allocation and recording of office keys
  - o Ensure all materials, resources, templates and other materials required for letter/proposal/report writing are up-to-date and in an easily usable format for all the team
  - o Parish Procedures Handbook
- Oversee the organisation and publication of:
  - o Service rosters (quarterly)
  - o Parish Council and Ministry Report (quarterly)
  - o Parish Directory (annually)
  - o Annual Meeting of Enrolled Parishioners (AMEP) and relevant paperwork

- Assist the Parish Council to meet Diocesan requirements, including:
  - o Completion of Parish Returns following the AMEP
  - o Filing of Parish Council Minutes (signed copy)
  - o Archiving material that is more than 5 years old to the Diocesan Archive
  - o Maintaining/filing Ministers leave requests to the appropriate Diocesan HR
- Coordinate and maintain a safe place to work and worship, including:
  - o Assist the Parish Council to comply with the legislative OSH requirements of the Parish (in line with the regulations and the Diocese)
  - o In collaboration with the Wardens, organising repairs and maintenance of church buildings and grounds
  - o Testing of the Emergency Evacuation procedure and lights(annually)
  - o Fill First Aid Kit content, as required
  - o In collaboration with the Wardens, supervising any works carried out at the church (maintenance, gardening, renovations, refit, etc)
  - o Assist the Parish Council to ensure risk management strategies are prepared to an adequate level for all events coordinated by the Church
  - o Ensure that all Parishioners, volunteers and those who use the building follow safe work practices, procedures, instructions and rules at all times
- Assist Treasurer in maintaining church accounts, including:
  - o Liaise with ministry leaders to ensure proper processes are followed regards events, monies, reimbursements, banking etc.
- Assist in Human Resources function, including:
  - o Identify potential training requirements within teams
  - o Assist with and organise professional development training as required
  - o Manage Form 1's for Volunteers (inc. Working With Children Checks, Volunteer Police Checks etc)
- Assist/Manage Projects within the Parish:
  - o Acquit Active Grants as directed.
  - o Management of project filing and creation of project files (electronic or otherwise)
  - o Administration of ongoing projects/approved works. Ensure current project list, project resourcing list, proposals and prospects lists are up-to-date at all times.
- Manage IT and Communications as directed