

Vision Statement

We are a Christ-centred, welcoming, vibrant community of all ages, empowered and equipped by God to serve and share Jesus' love.

Mission Statement

We exist to share Jesus' love by:

Celebrating in worship;

Growing in faith;

Caring for people; and

Telling others about Jesus

so that the Kingdom of God might grow in and through us.

Title of Job:	Office Administrator
Classification:	Level 2 - level 4 (based on skills and experience ~ Clerks Private Sector Award 2020)
Supervisor:	St John's Unley Pastor (in the Pastor's absence, the Chairperson or Vice Chair of the St John's Unley Church Council will assume the role as Supervisor)
Tenure:	Ongoing ~ 0.6 FTE (22 hours per week)

Job Description

1. Purpose of the Role

The purpose of the Office Administrator is to lead and manage the office for the St John's Unley Congregation by undertaking the relevant administrative functions aligned to the strategic direction of the Congregation to ensure the efficient operation of the Congregation.

This will include:

- a. Providing Executive Support to the Pastor, the Church Council and Ministry Team Leaders.
- b. Keeping the calendar of events and key dates updated for the Pastor, Leadership Team to provide support to the Congregation.
- c. Accounts management in conjunction with the St John's Unley Treasurer.
- d. In conjunction with the Growing Faith and Worship Team leader manage congregational communications including:
 - Preparing the weekly Bulletin and weekly email
 - Records management
 - answering relevant Congregational enquiries
 - Finances with support from the Treasurer
 - Work Health and Safety as part of the WHS Committee
- e. Being a key contact for Child Safety within the congregation as one of the two Safe Church Coordinators.

2. Statement of Key Outcomes

The Office Administrator is often the first point of contact to the St John's Unley Congregation. St John's office is a safe place in which the public, potential members and current members of the Congregation can make enquiries relating to the aims of our Christian community and obtain information about the Church's activities. The Office Administrator is expected to ensure open communication with all relevant people about scheduled St John's services, events etc., in order for the Congregation to be well informed and to feel a part of the Congregation.

As one of two Safe Church Coordinators, ensuring Child Safety is a high priority within our Church is an important outcome.

Sound accounts payable practices will be expected to ensure due diligence with the Congregational budget.

3. Specific Duties

- a. Provide Administrative Support to the Pastor
 - Manage Pastor's diaries, arranging appointments;
 - Filtering access to the Pastor; and
 - Assist with the production of any material by way of desk top publishing, printing or copying for the Pastor.
- b. Provide Administrative Assistance to the Church Council
 - Attend Church Council meetings and prepare the minutes of each meeting (if available to support this task); and
 - Assist the Chairperson and Vice-Chairperson with the management of current and outstanding actions.
- c. Provide direction and support to other staff and volunteers
 - Within area of work, advise other staff, members and volunteers
 - Deal with all enquiries from members of the Congregation and Public.
- d. Prepare promotional material for various Congregational activities (with other staff)
 - Prepare weekly Bulletin;
 - Weekly email to members;
 - Update Website and Facebook as required;
 - Any other publication that may be required; and
 - Maintain communication methods at the Ministry Centre and Concordia Chapel.
- e. Rosters
 - Organise the volunteer rosters and distribute periodic rosters
 - Manage copyright aspects for the Congregation

- f. Safe Church Coordinator – in conjunction with the other Safe Church Coordinator
 - Produce and maintain a list of all staff and Members who are expected to be trained in Professional Standards;
 - Advise the people on the list when they are required to update their training; and
 - Arrange training opportunities on site or on-line as required.
- g. Finance
 - Data entry into Accounting System – includes coding of the entry;
 - Payment of Invoices;
 - Banking as required;
 - Bank Reconciliations; and
 - Preparation of Finance Reports from Accounting System when required.
- h. Manage the records of the Congregation including:
 - Finance records;
 - Minutes of Council Meetings;
 - Minutes of other Committees and auxiliaries;
 - Historical material;
 - Archives;
 - Library of Music;
 - Annual Book of Reports;
 - Community Directory; and
 - other as required
- i. Staff records
 - Maintain files of staff records.
- j. Work Health and Safety
 - Assist and support the WHS Committee with advice about the general safety of the premises;
 - Maintain a First Aid Certificate; and
 - Arrange for First Aid Kit to be serviced every year and records are updated.
- k. General Office Tasks
 - Answering Telephone calls and directing to appropriate staff member;
 - Ordering office supplies;
 - Manage Bookings for the Ministry Centre and Chapel through Outlook Calendar;
 - Any liaison with Concordia College or LCA National or District Office;
 - Receiving any monies received in the office;
 - Arranging booking arrangements with suppliers (eg Trybooking) for events sponsored by the Congregation; and
 - Ordering Church Supplies in consultation with Ministry Team Leaders, Volunteers and Head Wardens.

5. Employee Specifications:

- Employees at this level will have achieved a level of organisation or industry specific knowledge sufficient for them to give advice or information to the organisation and clients in relation to specific areas of their responsibility
- Expected to have a Certificate 4, or equivalent competencies
- require only limited guidance or direction
- receives direction covering broader technical aspects of the work
- work with a high degree of autonomy and exercise authority to take decisions in relation to specific matters related to area of work
- exercise judgment at times in the performance of duties
- train others to provide relief in the role by personal instruction and demonstration.

a. Educational and Vocational Qualifications

- Relevant Educational or Vocational Qualifications
- Certificate IV or equivalent
- Willing to undertake the Professional Standards Training for Safe Church Coordinator
- Willing to undertake training for First Aid Training

b. Personal Skills, Abilities and Aptitude

Self-Motivation

- Ability to communicate with people at all levels
- Time management skills to manage wide variety of task and enabling prioritisation of own tasks and coordinating tasks given by others.
- Aptitude with Microsoft Office (Word, Excel, Outlook), and computerised accounting products, which will develop in time to a high level aptitude

Experience

- Some experience with financial records for small organisation

Knowledge

- Basic knowledge of accounting and book keeping tasks
- Understanding of and commitment to the Mission, Vision and Values of the St John's Unley congregation, and the importance of Christian Ministry.

c. Desirable Attributes

Educational or Vocational Qualifications

- Basic Accounting qualifications to Certificate III or equivalent
- Diploma or equivalent

d. Specific Requirements

- Police Check and Working with Children Check
- Professional Standards Accreditation
- Drivers Licence – or willing to gain a drivers licence