

# Position Description



## Administrative Assistant

### St Johns Anglican Church, Highton

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St Johns Anglican Church, Highton, is looking for someone committed to the operation & function of our church. Although it is a part-time role, and will be remunerated at an hourly-rate, we are really looking for someone who will approach their work as a labour of love, as a service rendered unto the Lord, and with a deep desire and commitment to see his church built. We're after someone who will see this role as a significant expression of their Christian ministry.

We'd love to engage someone who was looking to make more of the role, rather than less. Someone who will do it as a significant focus, not on the side.

We're after someone who will see themselves as part of our team (staff & church), not simply as serving our staff & church in an administrative capacity. A big part of this role will be helping our other staff to maximise their ministry efforts. We're after a delicate blend of firm yet flexible, friendly but not indulging. We would actually like to be pushed as well as supported.

We will be glad for someone with genuine initiative and problem-solving skills. There will be a high degree of liaising required – with staff, with church members, with diocesan officials – but there will be an equal measure of need for things to be resolved without consultation. Determining which one when will have to be negotiated on the way through, but being able to handle both scenarios competently & happily will be very important.

We are looking for someone who would be able & willing to make the most of the pastoral opportunities that this position provides. We are after someone who will take an interest in the people who they are dealing with, who will view themselves as a front door, triage, public face, front of house – someone who will be glad to engage with people in a variety of situations on a suitably pastoral level.

#### Core duties

- i. Staff management – helping staff to manage their time, schedule their loads, coordinate their efforts, helping them to liaise with others, managing their various quotas & activities, the staff mega-roster, getting these things early into various other rosters, online coordination of a staff & office diary, coordination of staff holidays.
- ii. Staff-meeting – attending, capturing & disseminating minutes, sending around the agenda & coordinating any follow-up, reminders.
- iii. Church calendar – maintaining, updating, communicating church events and bookings. Liaising with those wanting to schedule events/activities and initiating the promotion of such events.

- iv. Church communication – internal & external: phone, answering machine, mail, emails, weekly news, monthly extras, PowerPoint in-service notices, printing of fliers & brochures, managing of the information desk / notice board space. Experience with Microsoft Office.
- v. Church database – managing data & data entry, extracting information for reports, keeping records (baptisms & funerals), filing sensitive information (WWC, police reports).
- vi. Church supplies – managing supplies, ordering, liaising with those who need / require them, as well as with those who supply / deliver them, as well as with those who pay / account for them.
- vii. Church agreements – phone deals, internet, utilities, software, CCLI licensing, hall hire.
- viii. Office management – responsibility for the actual space.
- ix. Diocesan dealings – adhering to diocesan requirements, filling out paperwork, communicating.
- x. There would be an expectation that the role would include a brief, written quarterly report on the administration of the office & staff to the Parish Council.

#### **Desirable extras**

- i. Skills in website management & administration AND social media.
- ii. Skills in graphic design & generation of promotional material.
- iii. Parish Council administration (one Tuesday night a month) – agenda, minutes.
- iv. Occasional appearance at all / other services – for the sake of visibility & accessibility.

#### **Work hours**

16 hours a week. Four days, inclusive of Tuesday, for four hours - 9am-1pm.

*Additional hours may include - an extra 3 hours a month to attend Parish Council on the 4<sup>th</sup> Tuesday of the month (7-9:30pm).*

#### **Tenure**

This role will be temporary part-time for 12 months. There will be a period of 3 months' probation. At the end of 12 months an extension to the original contract or a new contract, requested by either party, may be negotiated.

**Remuneration**

This will be an hourly rate commensurate with diocesan payscale for level 2 administrative assistant.

**Enquiries:** If you would like to discuss this role please contact James Walker on 0407 245 544 or via email at [adminrole@stjohnshighon.com.au](mailto:adminrole@stjohnshighon.com.au).

**Closing Date:** Please include a cover letter and CV with your application and forward to [adminrole@stjohnshighon.com.au](mailto:adminrole@stjohnshighon.com.au).

***Applications accepted until Mon 30<sup>th</sup> September 12am.***