



Position Description and Person Specification

CONGREGATION:	Morialta Uniting Church
TITLE OF POSITION:	Administrative Coordinator
CLASSIFICATION:	Level 2, Year 2, Clerks Private Sector Award
TYPE OF APPOINTMENT:	Fixed term (1-year contract), part-time 20 hours per week (0.533 FTE)

1. Purpose of Position

The Administrative Coordinator position provides administrative coordination and support to the Minister, lay leadership, and activities in the mission of the church, and facilitates communication within the congregation.

The position supports the Morialta congregation in moving towards its Vision by being the point of contact with the community and providing administrative support for the church.

The position provides a welcoming reception and expresses and nurtures a caring environment for members of the congregation, those in the wider community, and visitors to the church.

2. Key Working Relationships

The position will work in relationship with the Chair and Secretary of the Congregation and Church Council, the Minister, and Ministry Teams.

3. Accountabilities and Responsibilities

Reporting responsibilities

Reporting to the Chairperson, Church Council, or such other person as may be nominated by the employer or the employee's supervisor from time to time. The Minister will provide guidance in the activities of ministry.

Pastoral responsibilities

- Foster a caring environment in which all feel welcomed and valued.
- Respond to questions and requests in a sensitive, helpful and timely manner, referring to the Minister and others when appropriate.
- Pass information on needs for pastoral care and support to the Minister and the Pastoral Care Mission Ministry Team.

Administrative responsibilities

Collaborate / Work with the Administration Operational Ministry Team to

- provide administrative support to the Minister and Ministry Teams as requested in actioning the ministry, mission and programs of the church

- identify and encourage and support office volunteers and assist in training where necessary
- facilitate the distribution of incoming correspondence (both paper and electronic) and compile and dispatch outgoing correspondence as required
- support preparation of printed and electronic resources for Church Council and Ministry Teams, and publicity materials relating to initiatives and events as requested
- coordinate and publish quarterly a consolidated worship roster for the congregation
- maintain church files, records and registers and support the Pastoral Care Mission Ministry Team in maintaining the Congregational Roll
- provide support as a website editor, working in collaboration with others in the Communications Operational Ministry Team
- provide administrative support for weddings and funerals and for booking/hire of church facilities
- maintain the church calendar and ensure promotion of activities through the notice boards, church publications, and other media
- arrange for timely maintenance of office equipment and consumables
- perform regular backups of the Office computer system (as required) and data (at least on a weekly basis) using facilities supplied by the computer support personnel
- contribute to the maintenance and development of office systems to ensure efficient operation.

Financial Responsibilities

- Provide administrative support for the Finance Operational Ministry Team, including
 - receiving and documenting revenue
 - processing accounts for payment
 - compiling spreadsheet records of all income and expenses for forwarding monthly to the Congregational Bookkeeping Unit;
 - by negotiation, providing Teams with financial reports;
 - invoicing, recording and monitoring of income related to facilities hire.
- Assist in preparing the budget submission for office operating costs and expenditure on the maintenance and purchase of office equipment.

Other Responsibilities

- Participate as a member in the Administration Operational Ministry Team and the Communications Operational Ministry Team.
- Record minutes of meetings of Church Council when requested.
- Assist in providing and maintaining a safe environment and in maintaining the security of the property.
- Other responsibilities which may be negotiated with Supervisor(s).

The Administrative Coordinator will be expected to become familiar with, and to comply with, Morialta UC policies and procedures, and relevant UCA regulations, policies and practices which impact on this position.

4. Selection Criteria

Essential

The person will

- be supportive of the ethos and mission of the Uniting Church in Australia as it is expressed in the life of the Morialta Congregation

- have relevant experience in providing administrative and financial support in a comparable setting
- have proven ability to use the Microsoft suite of programs including *Excel* and *Publisher*.
- be familiar with and have experience in web-based programs such as *Facebook* and other social media
- be able to work with minimal supervision, exercise initiative, and work productively as part of a team
- demonstrate effective oral and written communication skills, including use of analytical listening skills
- demonstrate ability to organize and prioritise activities to meet deadlines
- demonstrate ability to relate to a wide range of people in a friendly, caring way
- demonstrate and enact an understanding of the importance of confidentiality
- be willing to respond positively to opportunities for personal and professional growth
- maintain a current UCSA Police Check
- have a current First Aid qualification
- attend any other required Uniting Church training.

Desirable

The person will

- have a strong commitment to Christian faith and a good understanding of church community life
- demonstrate ability to work with volunteer staff, encourage their contribution and assist in training where necessary
- have experience in document design.

5. Terms and Conditions of Employment

Appointment will be dependent on the satisfactory result of a Police Check through the Uniting Church in Australia (Synod of South Australia).

Normal hours will be 9am to 1pm Monday, Tuesday and Thursday, 9am to 2pm on Wednesday, and 9am to 12 noon on Friday.