



Uniting Church. **Uniting People.**

Presbytery and Synod SA

SCHEDULE 1

Position Description and Person Specification

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

1. Purpose of Position

The Office Coordinator position provides Office 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 Office 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 Chairpersons and Secretaries of the Congregation and Church Council, 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 Office co-ordinator is part of a team of volunteers and paid personnel whose mission is the enhancement of Morialta's mission and 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.

Office responsibilities

Collaborate / Work with the Administration Operational Ministry Team to

- Provide Office 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
- prepare 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 Office 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
- refer IT issues to IT/AV Team(s)
- contribute to the maintenance and development of office systems to ensure efficient operation.

Financial Responsibilities

- Provide Office 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;
 - When requested 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

- Provide Office support and assistance to the Administration Operational Ministry Team and the Communications Operational Ministry Team.
- Provide Office support and assistance to the Church Council Secretary when needed. Assist in providing and maintaining a safe environment and in maintaining the security of the property.
- Other duties within the scope and responsibilities of the Role as directed by the Chair of Church Council.

The Office 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.

3. Person Specification

Essential Personal abilities, aptitudes, skills

- 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 appropriate initiative in Consultation with the line manager.
- 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 DHS clearance
- 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

The successful applicant will be required to undergo the appropriate screening requirements prior to the appointment to the position.

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

Applications

by email to Secretary rhondav@tpg.com.au

or by post to Secretary, Morialta Uniting Church, PO Box 619, Magill SA 5072

Phone enquiries to Bruce Ind 0413 606 200.

Applications to be received by 5.00pm on Wednesday 15th July 2020.