

## **CHURCH OFFICE POSITION VACANT**

Administrative Officer

Wesley Uniting Church, Forrest ACT

Ongoing position subject to 6 months' probation

Classification: Clerks (Private Sector) Award 2020 Level 2 (\$27.17 p/h)

Wesley Uniting Church is seeking an enthusiastic, friendly person for the position of Administrative Officer in the church office. This is a part-time position of approximately 16 hours per week, preferably worked over four days from Tuesday to Friday including the hours when the office is open (10am-1pm). Working days and times can be negotiated.

The Administrative Officer will work with and assist the Office Manager who has overall responsibility of running the office. The Administrative Officer will support the smooth operation of Wesley Church. Key tasks and essential personal qualities are set out in the job description.

Please contact Susan Akhurst (ph 0432677049) or Paul Chen (ph 0426931827) if you have any questions about the position. Applications, including a resume with names and contact details of at least two references and a statement indicating your suitability for the position, should be emailed to Jan Sismey at [chair@wesleycanberra.org.au](mailto:chair@wesleycanberra.org.au).

The closing date for applications is Thursday, 12 September 2024.

# Wesley Uniting Church Forrest

## Position Description

### ADMINISTRATIVE OFFICER

#### ROLE OVERVIEW

**Title:** Administrative Officer

**Hours:** Part-time position of approximately 16 hours per week. Preferably to be worked Tuesday – Friday and including the hours of 10am – 1pm when the Church Office is open.

**Classification:** Clerks (Private Sector) Award 2020 Level 2

**Appointing Body:** Wesley Uniting Church Council

**Reports to:** Office Manager

**Employment Type:** Ongoing, subject to 6 months' probation. Annual performance reviews thereafter.

#### KEY RESPONSIBILITIES

Work in the Wesley Church office to support the smooth operation of Wesley Church. The key tasks involve Church and Ministry support, bookkeeping, office administration and support for commercial hirers of church rooms. This includes:

- Greet and direct visitors and members of the Wesley congregation
- Answer and respond to phone calls, emails, and other messages
- Maintain an accurate church database and the production of the Congregation Directory on a half yearly basis
- Maintain the name tag board
- Work collectively with the ministers and other staff to ensure the smooth operation of the church and help to support the Church Council, committees, church groups and Wesley volunteers as much as possible
- Create, proof and publish the weekly newsletters and format and print orders of service
- Create and maintain email distribution lists for various groups, committees, clubs
- Keep sign boards, bulletin boards and church calendars up-to-date
- Complete church errands such as post office, bank and office supplies
- Maintain and record Petty Cash flow, and banking
- Assist with the management of the car park
- Assist the Wesley Volunteer and Safe Church Compliance Officer
- Provide assistance and back up to the Office Manager when necessary
- Reasonable additional duties or responsibilities as required in the day-to-day operations of the office

#### KEY CAPABILITIES

- Strong affinity with Wesley Uniting Church values, mission, and strategic direction

- Ability to display initiative
- Ability to work as a member of a team
- Ability to maintain a friendly and welcoming office atmosphere
- Strong interpersonal and communication skills
- Honesty and integrity
- Current Working with Vulnerable People registration. If not registered, this requirement may be waived temporarily until the registration is approved.
- Knowledge of and compliance with Uniting Church safe church policies
- First Aid Certificate or willingness to obtain such

### **DESIRABLE KNOWLEDGE**

- Familiarity with book-keeping (MYOB)
- Experience working in a faith-based or not-for-profit organisation

### **KEY RELATIONSHIPS**

#### **Internal**

- Office Manager
- Ministers of the Word and Music Coordinator
- Volunteer and Safe Church Compliance Officer
- Church Council

#### **External**

- Congregation members and volunteers
- Hirers and parking tenants
- Sunday worship leaders