

# WILLOUGHBY AND NORTHBRIDGE UNITING CHURCH

## POSITION DESCRIPTION

### ADMINISTRATION OFFICER

#### EMPLOYER PROFILE

- Our Purpose:** We are a growing church living out Micah 6:8 “acting justly, loving kindness and walking humbly with our God”
- Our Mission:** Is to live in the good news of God’s love and forgiveness, and to pass on Jesus’ invitation to enjoy this immense love.
- Our values:** Faith and Discipleship; Welcoming, Inclusive and Diverse; Caring for Creation.

Willoughby and Northbridge Uniting Church achieve our mission by trying to balance worship, witness and Christian community life, for both individual and corporate needs. In all of this we trust in God’s constant renewal and guidance. Together we strive to build connections and community, within the worshipping congregation, our local community, and the wider world. We achieve this through welcoming Sunday morning and evening services, running weekly group activities, hosting regular social (invitational) events, and together supporting (through financial, prayer and/or participation) a wide range of outreach activities.

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#### ABOUT THE ROLE

The purpose of the Administration Officer position is to provide clerical and administrative support for the congregation relating to general office operations, property, finance and social media. The position will work closely with Ministerial staff and the Church Mission Council.

#### KEY RESPONSIBILITIES

This role will take responsibility for the following areas;

##### General office operations

- Respond sensitively and promptly to telephone calls, visitors, and written requests for information
- Collect and direct all mail as appropriate
- Maintain an up-to-date accurate schedule of church events
- Update church noticeboards weekly for coming events and items of interest
- Order appropriate office stationery, kitchen, cleaning, ministry and other supplies as required
- Promptly refer pastoral matters to the relevant pastoral leader
- Ensure volunteers and staff have working with Children checks and verify these checks
- Maintain administrative databases and registers
- Complete Governance Compliance activities in conjunction with Church Mission Council secretary as they fall due.

## Property

- Meet with potential and current venue hirers and advise on terms and conditions
- Ensure new and existing tenants have appropriate agreements, insurances and other documentation
- Act as liaison to tenants for any inductions, queries or complaints relating to the property
- Maintain an up-to-date schedule of bookings/usage of church premises
- Maintain an up-to-date key register
- Ensure property is maintained at a safe and acceptable standard – i.e. the building is clean, secured, no candles left lit.
- Undertake routine inspections for any noticeable hazards or maintenance requirements and report to Property Committee
- Liaise with the Property Committee to facilitate repairs and maintenance works – i.e. obtain quotes, seek the services of trades people; ensure work is completed.
- Act as secretary to the Property Committee

## Financial

- Assist the Treasury group and Bencorp with day-to-day financial tasks, such as:
  - invoicing for use of church premises
  - receipting, recording and banking offertory, rental and sundry income
  - payment of invoices received
  - following up on debtors.
  - maintaining and reconciling petty cash

## Social Media

- Work with Ministry team and Mission Groups to promote our church and its activities through the Willoughby and Northbridge website and Facebook page.

### **In addition to those outlined above, specific responsibilities also include:**

- Reading and understanding the Basis of Union, and having a preparedness to work within the polity and ethos of the Uniting Church in Australia
- Abiding by the policies and procedures of the Uniting Church in Australia Synod of NSW and the ACT
- Having a genuine willingness to embrace challenges as they arise and to work flexibly in support of the overall key objectives of the Uniting Church in Australia
- A willingness to work a flexible schedule when required
- Following policy and procedures in relation to workplace health and safety
- Participating in maintaining a safe working environment for both yourself and others in the workplace
- Undertaking additional duties as directed

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## KEY RELATIONSHIPS

### INTERNAL

- Church Mission Council
- Church Mission Council Chairperson
- Bencorp and Treasury group
- Property Committee Chair
- Minister

## EXTERNAL

- Hall hirers and tenants
  - Service providers (trades people and contractors)
  - Congregation Members
  - Community groups
  - Presbytery
  - Other Congregations
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## QUALIFICATIONS AND EXPERIENCE

- At least 2 - 4 years experience in office administration.
  - Good interpersonal and communication skills.
  - Intermediate MS Office skills.
  - Strong organisation and time management skills.
  - Ability to work in a team environment.
  - Basic bookkeeping knowledge. Knowledge of Xero desirable
  - Ability to work with Social Media platforms
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## ROLE OVERVIEW

**Classification:** Clerks Award Private Sector 2020 – Level 3

**Employment Type:** Part time 5 days school hours

**Appointing Body:** Willoughby and Northbridge Uniting Church Mission Council

**Report Line:** Church Mission Council

**Direct Reports:** Casual Handy Person

**Created by:** Church Mission Council