

Position Description

**Administration Coordinator**

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| **Reporting to** | Minister and Chair – Church Council |
| **Congregation:** | St Luke's Highton |
| **Location:** | 174 Barrabool Rd, Highton VIC 3216 |
| **Modern Award:** | Clerk's Award (Level 2) |
| **Full time/part time/casual** | Part time – six months (with potential to extend) |
| **Date created/amended:** | 19 July 2017 |

Employee Name

Employee Signature

Date

Manager’s Name

Managers Signature

Date



# Primary Job Purpose

**Through gifts of hospitality, service and administration, facilitate the day to day administrative functions of the congregation.**

We believe everyone at St Luke's brings God given gifts to support the life our community. In the early Church (Acts 7) the disciples set aside people to meet the service and administrative needs of the community. 1 Peter 4:8-10 and Romans 12:13 describe the importance of hospitality – welcoming all including the stranger into our community – and sharing food, shelter and care. In Romans 12:7, Paul encourages the gift of service – the person who sees things that need doing and helps to get them done (the word deacon comes from this). 1 Corinthians 12:28 identifies gifts of administration and helps – assisting the community through planning and organizing things, freeing others from administrative tasks so they can do other ministries. Many in the St Luke's Congregation have one or more of these gifts, and we expect the administration coordinator will enjoy this sort of role.

# Job Competencies

## Essential

This position is an important representative of the Christian church to the community of Highton and beyond.

A commitment to understand and work for the core values (see 8) of St Luke's Uniting Church (as an expression of the Gospel values of Jesus Christ) is essential.

## Personal gifts and competencies

2.1.1. Good interpersonal skills with the capacity to relate to a diverse range of people

2.1.2. Capacity and willingness to provide a warm and welcoming place for all who come to the St Luke's UCA Highton centre

2.1.3. Appreciation, respect and understanding of the needs of a diverse community, both in age and ethnicity.

2.1.4. Attention to detail and honesty

2.1.4. Capacity to work autonomously and as part of a team

## Qualifications and Experience

2.2.1. Qualifications, industry or domestic experience relevant to coordinating groups, information and the necessary documentation

2.2.2. Experience in a diverse administrative role preferred

2.2.3. Knowledge and experience in preparing for, participating in, and documenting outcomes from organizational meetings

2.2.4. An understanding of the structure of the Uniting Church in Australia is desirable

2.2.5. Experience in modern office tools including computers, printers and photocopiers.

2.2.6. Experience in the appropriate and effective use of internet based resources including email, web based storage and social media to empower, support and promote a multiage community.

## Skills and abilities

2.3.1. Good written and verbal communication skills.

2.3.2. Capacity to understand when something is confidential, seeking guidance from the Minister or Church Council.

2.3.3. Good organisational and administration skills

2.3.4. Ability to identify priorities in relation to work demands, and negotiate realistic workloads

2.3.5. Ability to take initiative to achieve a positive outcome

2.3.6. Ability to source relevant and useful resources

2.3.7. Competent in MS Office programs, particularly Word, PowerPoint, Excel. Skills in MS Publisher and Adobe or similar desirable.

# Special Requirements of the Position

* 1. Capacity and willingness to work within the ethos of the Uniting Church in Australia
  2. The Uniting Church in Australia is committed to keeping children and vulnerable people safe. Employment in this role is subject to ongoing satisfactory Criminal History and Working with Children checks.
  3. From time to time, flexibility of hours is necessary, generally between 8am and 6 pm on weekdays

# Number of Staff

**Reporting Directly:** Nil **Reporting Indirectly:** Nil

# Nature of Communication Requirements

## Internal

* Church council and Minister in settlement
* Ministry teams
* Members of the congregation
* Other volunteers

## External

* Other UCA Churches including the Presbytery (Port Phillip West) and VicTas Synod
* St Luke's Highton Kindergarden
* Regular external users of the complex
* Visitors to the complex

# 7 Key Responsibilities, Tasks and Outcomes

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| **Key Responsibilities** | | **Tasks** | **Outcomes** |
| 7.1 | Hospitality, community building and church ambassador | Providing a high standard of hospitality and service in responding to all requests for assistance, referring on to others when and as appropriate. | All who visit or contact the Office are treated with respect and responded to promptly in a friendly and courteous manner. |
| 7.2 | General administration | General administration tasks completed including:   * Document production (eg weekly newssheet, directory), copying and filing * Correspondence including letters and emails (in and out) * Support for communications team including updates to web resources * Maintain stationery supplies and general supplies * Book-keeping, banking and payment of invoices * Co-ordination of church calendar * Coordinating facility bookings and liaison with all groups | Administration tasks are completed accurately and effectively within agreed timeframes and according  to agreed procedures |
| 7.3 | Other duties | To undertake other duties as required from time to time | Other duties are completed to required standards |

# 8. St Luke's UCA, Highton Context

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| **STRATEGIC VISION:** Our mission is to grow Christians, to know Jesus and to make him known to others. |
| **MOTIVATING VISION :** To continue our journey as a purpose driven church, with special emphases on :   * Attracting people to Christ by all means of communication, especially by the visible impact and presence of Christ in our own lives. * Ensuring our worship is relevant and meaningful for both new and journeying Christians. * Enabling our congregation to achieve a deeper faith through a coherent Christian learning process. * Demonstrating God’s love and grace, through a balance of witness and caring for others, at both a local and global level. * Utilising our physical, human and financial resources to facilitate the most positive possible outcomes in each of the above.  Congregation's Goals for 2017-2022 **Faith Sharing**: Create new ways of sharing faith in a real but non-threatening way.  **Gifts:** To encourage people, especially new people, to discover and to use/share gifts and graces.  **Whole Community Celebration**: That all groups meet together occasionally to celebrate with each other the previous year and to pray together.  **Multicultural**: As there are people in the congregation for whom English is a second language, use communication tools to print welcome messages and scripture readings in other languages to be more effectively cross cultural.  **Communication**: An important part of faith building and every effort needs to be taken to build on what has already in place, especially in developing digital forms of communication.  **Worship**: Worship activities are to be relevant to the 21st century and meaningful to all generations. Develop innovative forms of worship, explore different and varied forms of music, utilise the talents of other cultures present in the congregation. Create opportunities for people to worship other than in the traditional Sunday format.  **Deepening Existing Outreach**: Deepening people in their faith formation and growing them as followers of Jesus. Move beyond simply supporting newcomers in their material needs to growing their spiritual development within the ethos of the Uniting Church.  **Leadership**: Encourage and nurture all people in the congregation so that they become leaders and in turn are able to support and nurture others.  **Different Expressions of Church in Unity**: Recognise the different expressions of ‘Being Church’. Create a sense of belonging and being part of one whole Faith Community with all parts affirming each other as a special part of the Body Of Christ.  **Healing and Reconnecting**: Build stronger trust and strengthen relationships within the St Luke’s community. |

# Our Core Values

As members of St. Luke’s congregation we are identified by the following predictable behaviour patterns. We will hold each other accountable to them, in love.

* As Christians our worship is a lifestyle, 24 hrs/day, 7 days/week that reflects our loyalty to Christ. We walk the talk and have a priority to mission activity.
* We are a consistently warm and welcoming community embracing diversity.
* We are respectful and sensitive to all whom we encounter.
* We support each other through our joys and sorrows, in prayer and by practical means.
* We encourage each other to go deeper with our faith journey, for example, by small group studies and by supporting peoples’ passions for mission.
* We recognize and encourage the use of our God given gifts within both our congregation and the wider community.
* We encourage each other to be actively open to new insights, thoughtfully accepting that others may have diverse views.
* Our behaviour reflects that we affirm each other, rather than ‘put down’ or ‘demean’.
* We are determined that this will be a safe place. Bullying and harassment, which includes verbal intimidation, will not be tolerated. We practice self-control.
* We will positively manage issues around judgementalism, retaliation, unhealthy ambition, abuse of power, anger and any other significant matters of difference and conflict within our congregation.
* We acknowledge our failures when things don’t work out as planned or ‘match up’ to our core values. We respond positively by reviewing and taking corrective action. We learn from our failures and move forward.
* We are responsible stewards of our physical and financial assets.