



MERTHYR ROAD UNITING CHURCH

New Farm, Brisbane

CHURCH ADMINISTRATION OFFICER

Permanent part-time, 12 hours/week

Based at New Farm. Clerks Award Level 3.

Merthyr Road Uniting Church, New Farm, is recruiting a church administration officer to manage the office and undertake a range of administration tasks. These tasks include communication, maintaining files and contact lists, basic finance and bookkeeping (incl. accounts receivable and payable), hall hiring arrangements, updating web site, and otherwise assisting the Minister and Church Council in the administrative work of the congregation.

Experience in running a small, busy office would be advantageous, as would familiarity with the Microsoft Office suite of programs, SharePoint, Teams, MailChimp, Canva, WordPress.

The position involves 12 hours/week based on-site. Remuneration as per the Clerks Private Sector Award Level 3, plus superannuation.

For enquiries, email office@mruca.org.au. Please find the Position Description listed below. Applications must address the selection criteria and be received by Tuesday, 28 January 2025. Email applications to office@mruca.org.au

The successful applicant will start mid-February 2025. A 3-month probationary period applies.

Position Description

Position Title: Administration Officer

Position Status: Permanent part-time

Location: Merthyr Road Uniting Church, 52 Merthyr Road, New Farm, QLD 4005. Attendance is required at the church office 3 days/week, 8:30-12:30 or 9:00-1:00. Alternative arrangements may be considered.

Salary: Permanent part-time (12 hours/week) plus superannuation. Remuneration as per Clerks Private Sector Award, Level 3, plus superannuation (currently 11.5%).

The Organisation:

The Uniting Church in Australia (the Church) is a large uniquely Australian Christian denomination in Australia with heritage from historical reformed evangelical denominations. Merthyr Road Uniting Church (MRUCA) is a congregation of approx. 40 people serving the inner Brisbane suburbs of New Farm, Teneriffe, Newstead and Fortitude Valley.

Position Purpose:

The purpose of this role is to perform the administration of the church office and Merthyr Road Uniting Church managed property and facilities. This includes financial, property admin and congregation tasks for the three key areas outlined below. This role is part of a team which also comprises the Ministry agent (full-time) and Property Officer (part-time).

Key Responsibilities:

The officer is responsible for the following key areas of responsibility, taking instructions and working closely with the Ministry agent. Other duties not listed within this Position Description may be requested by the Minister within the scope of the incumbent's abilities.

Office Administration Duties

Be responsible for the efficient and effective running of the church office, including the following:

- Fulfil office duties in a missional context, responding in a compassionate and appropriate manner to all phone calls, email, mail & in person enquiries within an appropriate time frame.
- Provide administrative and clerical assistance to the Ministry agent and the Church Council.
- Ensure the currency and effectiveness of the church's Sharepoint and other digital platforms so that church records (current and archived) are maintained in an orderly, accessible fashion.
- Develop and maintain constructive working relationships with the Ministry agent, Church Council & Presbytery and Qld Synod staff.
- Ensure office supplies are available & office equipment is working properly.
- Develop and maintain efficient and effective office processes and procedures.
- Financial Administration
 - Administer the church accounts within accountancy software such as Xero, in collaboration with the Synod's bookkeeping service and the MRUCA Treasurer.
 - Receipt and bank monies received by the church from the congregation or members of the public.
 - Manage accounts receivable and payable
- Other tasks as requested by the Minister within the general scope of this Position Description and the skills of the employee.

Church & Community Engagement

- Work closely with the Ministry agent to:

- Prepare PPTs and other materials for worship services, funerals, weddings, etc
- Compile and coordinate a quarterly volunteer roster for Sunday worship services.
- Maintain membership, attendee and email distribution lists relating to the church and its activities, and produce an annual Church Directory of the MRUCA pastoral community.
- Produce and distribute the church's weekly notices and monthly newsletters.
- Maintain the church's website, electronic sign and YouTube (worship archive) platform.
- Assist in planning, organising and promoting events involving the congregation and/or the community.
- Promote further community and business use of the church property and facilities.
- Ensure adherence and reporting of church music under copyright licensing regulations.
- Work with Church Council, Ministry agent, Property Officer and Treasurer as required to provide data and documents for annual reports on aspects of the congregation's life as required by Presbytery and Synod.
- Assist group and activity leaders to adhere to Risk Management Assessment procedures.
- Process and record Blue Cards, Safe Ministry online resource training and reporting.

Properties & Facilities

- Arrange for groups or individuals from within or outside the congregation to have use of the premises in accordance with prescribed conditions, including;
 - Maintain and update hall hire bookings, activities, events on Office365 calendar
 - Respond to hall hirer enquiries or concerns
 - Ensure that all users have a
 - Hire Agreement
 - Certificate of Currency for Public Liability Insurance
- Fulfil financial duties such as
 - Liaise with Synod bookkeeping on the invoicing of hall hirers
 - Pay and collate expenses, such as insurance, rates, maintenance etc.
 - Draw the attention of the Treasurer or Church Council to any unexpected or excessive costs beyond budget.

Other

- Work within the policies and procedures of the Uniting Church in Australia, Queensland Synod and the provisions of Workplace Health and Safety and other relevant legislation, including reporting hazards/incidents, support for injured workers and full participation in return-to-work plans.

Delegation

The administrator will have delegation for the purchase of office supplies and the maintenance of office equipment up to a specified financial limit.

Reporting Relationships and Delegations:

This position reports to the Minister of the Merthyr Road Uniting Church.

Delegations are as per policy set by the Church Council.

Selection Criteria:

1. Essential
 - 1.1. Identify with the Christian Ethos of the Uniting Church in Australia.
 - 1.2. Experience in workplace administration matters, functions and processes, including attention to detail, self-organisation, reliability, prioritising workflows, and timeliness in responding to requests.
 - 1.3. Ability to maintain confidentiality.
 - 1.4. Strong interpersonal skills that build relationship and foster positive communication others.
 - 1.5. Strong organisational skills, and ability to work productively when unsupervised.
 - 1.6. Ability to make informed decisions within the areas of responsibility as outlined.

1.7. Strong computer skills and experience in Office 365 (Teams, Word, Powerpoint, Excel, Outlook, Sharepoint, OneDrive).

2. Desirable

2.1. Certificate qualifications in Business Administration.

2.2. Experience with or interest in developing aptitude for creative design and publishing.

2.3. A positive attitude.

2.4. Background and understanding of the structures and policies of Uniting Church in Australia.

2.5. Active involvement in the Uniting Church.

2.6. Accounting knowledge in Xero.

2.7. Familiarity with MailChimp, Canva, WordPress.

Additional Requirements:

The successful applicant must be eligible to legally work in Australia and proof of eligibility may be requested.