



## Office Administrator

### Position Summary

The position is a Permanent Part-time role, 24 hours a week across 4 days (6 hours per day). The Office Administrator is responsible to the Lead Minister of the Ipswich Uniting Church for efficiently maintaining the church administration operations and systems in support of the Ministers, the Church Council and the Congregation.

The position will be based at the Ipswich Uniting Church office, Cnr Glebe Road and Eileen St, Booval.

The office provides a service centre for contact with church staff, volunteers, members, Presbytery and Synod officers, the public and other external clients.

Remuneration is subject to the Clerks Private Sector Award 2010 on a classification level commensurate with the skills and experience of the Applicant.

### Selection Criteria - Competencies

The position requires competency in the following areas:

- Maintain and develop excellent relations in serving congregational members and community needs.
- Attention to detail.
- A high level of general keyboard skills.
- Experience in Microsoft Office 365.
- Be prepared to learn and use Ucare – the congregation's church management software package.
- A high level of literacy and numeracy skills.
- Competent and friendly communication skills.
- Capacity to be multi-skilled, flexible and versatile with time management.
- Ability to work independently and in a team environment.

### Selection Criteria - Personal Attributes

- Strong Christian convictions and a commitment to abide by Biblically based standards.
- Preference will be given to a member of the congregation, or a person willing to become a member who regularly attends worship and other activities where possible.
- Flexibility and willingness to learn new skills.
- Friendly and respectful, encouraging of others.

## Job Description

- Provide administrative support at an operational level.
- Communicate with church members, staff, volunteers, visitors, and community contacts using a variety of media.
- Work independently and as a member of a team; develop and maintain effective working relationships.
- Exercise initiative, judgement, discretion and confidentiality.
- Model leadership in the workplace.
- Comply with Uniting Church policy and Regulations, and with Government legislative requirements (e.g. Workplace Health & Safety, Safe Ministry with Children, Fire Safety, COVID Safety etc).

## Key Tasks

- Provision of administrative and financial administration support to Ministers, Pastors, Treasurer and Assistant Treasurer, Church Council and activity leaders.
- Property management, including managing leases, liaising with tenants, and responding to needs for maintenance
- Arrange attendance of tradespersons and suppliers, co-ordinating with the Property Officers.
- Maintain the effective distribution of information for the congregation through the newsletter, email, notice boards.
- Distribute mail as appropriate.
- Maintenance of Church records and data base.
- Preparation of newsletter.
- Central purchasing of supplies, cleaning products, washroom supplies, etc.
- Ensure documents are kept secure.
- Telephones
  - Answer and forward enquires to the relevant person.
  - Redirect phone to designated minister for out of office hours.
  - Make outgoing calls as required by the Ministers.
- Emails
  - Preparation, sending, receiving, actioning and filing, as appropriate.
- Receive enquires, facilitate preparation for and record details of:
  - Baptism
  - Wedding
  - Funerals
- Preparation and distribution of:
  - Annual Report
  - Church Directory
  - Other key documents

- Photocopier
  - Order paper and toner.
  - Keep an account of usage.
  - Arrange service and maintenance.
- Blue Card and Safe Ministry compliance.
- Undertake other tasks as required, in consultation with the lead minister.

<b>To apply</b>
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Please forward a covering letter outlining your ability to undertake the role, and your resume to

David Fender  
Lead Minister  
Ipswich Uniting Church

[jobs@ipswichuc.org.au](mailto:jobs@ipswichuc.org.au)