



ADMINISTRATIVE ASSISTANT – PART-TIME

16 hours/week | 12-month fixed-term | Start ASAP

Administrative Assistant – Flagstone Community Centre

The Flagstone Community Centre, managed by the Uniting Church in Australia, is a hub for connection in Flagstone, South-West Logan. We are seeking a dedicated administrative assistant to be an integral part of our team, supporting our ministry by providing administrative support, coordinating events, and engaging with the community.

Strong communication, organisational skills, and a heart for service that aligns with the values of the Uniting Church in Australia are essential.

To apply, please email your resume along with two referees to:

faye.talatonu@ucareqld.com.au

Applications close: COB Wednesday, 30 April 2025

[View the Position Description below](#)



Position Description

Position title	Administrative Assistant
Position status	Part time (16 hours per week) – 12-month fixed term
Location	Flagstone Community Centre (19 Trailblazer Drive, Flagstone QLD, 4280) Working from home options available
Classification/salary	Clerks - Private Sector Award Level 4
Next review date	March 2026

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. In Queensland, the Uniting Church has around 250 congregations and has early childhood, schools, colleges and large community services (such as UnitingCare Queensland and Wesley Mission Queensland). The Uniting Church is multicultural, committed to reconciliation with First Peoples, calls for reconciliation across its communities and aims to use its people and property resources wisely and in the furtherance of God's mission in the world.

The Presbytery of South Moreton is a regional administrative and oversight body of the Uniting Church in Australia (UCA) encompassing 27 Congregations and Faith Communities, from southern Brisbane through Logan, Gold Coast, northern NSW and the Scenic Rim.

Establishing a Uniting Church presence in Flagstone began in October 2019 with the appointment of a Community Development Officer and in May 2020, the Flagstone Community Centre opened. From 1 September 2024, together with UnitingCare Connect100, a Community Ministry Leader has been appointed in a placement at Flagstone for three years for the purposes of facilitating a UCA church plant.

Position purpose:

The purpose of this role is to provide timely administrative support to the Community Ministry Leader and the Flagstone Community Centre.

Key responsibilities:

Church Plant

- Collaborate with the Community Ministry Leader to plan, promote, and coordinate community events.
- Manage social media platforms to enhance online engagement for the church plant.
- Create and distribute promotional materials, newsletters and updates.
- Manage social media (Facebook and website), centre promotion and communications.
- Build and maintain strong relationships with volunteers.
- Ensure clear and effective communication reflecting the culture, vision and values of the Uniting Church in Flagstone.

Administration

- Oversee room hire bookings including managing enquiries and licence agreements.
- Manage social media (Facebook and website), centre promotion, and communications.



Position Description

- Conduct preliminary research, draft proposals, and compile necessary documentation for grant applications, ensuring all materials are reviewed and approved by the Community Ministry Leader before submission.
- Organise agenda and take minutes for management committee meetings, ensuring accurate record-keeping and follow-up
- Develop a structured record-keeping system to maintain organised compliance records for the centre and user groups, manage filing, and update the database.
- Ensure that centre supplies, including stationery and other essentials, are readily available.

Key performance indicators:

- Actively collaborate with the Community Ministry Leader in planning and executing community events.
- Regularly manage and update social media platforms to maintain online engagement with the church community, ensuring consistency.
- Create and distribute materials like newsletters, updates, and promotional content.
- Foster positive relationships with volunteers, ensuring they feel valued and supported in their roles.
- Researching, drafting, and compiling necessary documents for grant applications, ensuring all materials are reviewed and submitted on time.
- Comply with delegations of the Uniting Church Flagstone where delegations have been permanently or temporarily assigned to the position.
- Maintain alignment with the Uniting Church Flagstone purpose, culture and values (values referenced under additional requirements).

Reporting relationship and delegations:

- Community Ministry Leader
- Flagstone Management Committee

Key relationships:

- Flagstone Management Committee
- Church Plant Leadership Team

Selection criteria:

Experience and skills:

- Proven administration experience with strong multitasking and prioritisation abilities in a fast-paced environment.
- Proficient in Microsoft Suite, Mailchimp, Eventbrite, CANVA, and database management, with a strong ability to quickly learn and adapt to new administrative systems, including Gmail applications, Google Drive, and social media platforms.
- Team player with a collaborative approach.
- Solution-focused with a continuous improvement mindset.
- Commitment to working within the purpose and values of the Uniting Church in Australia, Queensland Synod and adhering to the policies, organisational requirements and processes.

Additional requirements:

- Current Driver's license.



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- Hold a current Senior First Aid Certificate or ability to acquire certificate.
- Suitability Card for Child Related Employment (Blue Card) – All adults who work with people under 18 years in QLD in regulated employment are required to undergo a “Working with Children Check” under the screening provisions of the Working with Children (Risk Management and Screening) Act. Presentation of a current Suitability Card must be made before appointment to the position can be confirmed.
- National Criminal History Check to be provided and assessed every three years. Presentation of a current National Criminal History Check must be made before appointment to the position can be confirmed. [Remove if not required]
- The successful applicant must be eligible to legally work in Australia and proof of eligibility may be requested.
- Behave in accordance with the values of the Uniting Church Flagstone.