

## **UAICC Resourcing and Administrative Support Officer**

The Uniting Church in Australia, Queensland Synod, is seeking a UAICC Resourcing and Administrative Support Officer to contribute to the work of deepening Covenantal relationships across the Qld Synod.

The person who is called into this placement, will draw upon their sound theological training, to give life to the outcomes outlined with the Muth arrak\_ UAICC Regional Committee Queensland, Strategic Ministries Plan and the Qld Synod Strategy.

They will witness in the community to the gospel of Jesus Christ, particularly within a UAICC and Uniting Church Covenantal context and build connections and partnerships across the church which see demonstrations of improved cultural understandings between First and Second peoples and localised expressions of a flourishing life for First Peoples.

Please submit an expression of interest to the Secretary of Placements Committee [placements@ucaqld.com.au](mailto:placements@ucaqld.com.au) by COB 14 July 2025.

For any further information please email [Kym.Korbe@ucaqld.com.au](mailto:Kym.Korbe@ucaqld.com.au)

You can find the Position Description below.



# Placement Description

<b>Placement Title:</b>	UAICC Resourcing and Administrative Support Officer
<b>Service Area:</b>	Secretariat of the Synod Office and UAICC (Muth arrak) Regional Committee Qld
<b>Placement Status:</b>	0.50 FTE
<b>Location:</b>	Uniting Church Centre, 60 Bayliss Street Auchenflower Qld 4066
<b>Stipend Details:</b>	Refer to the Ministry Agent Payments Notice on the <a href="#">Queensland Synod website</a> , updated 1 <sup>st</sup> January each year
<b>Next Review Date:</b>	xxx

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## The Church:

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 schools, colleges and large community services (such as UnitingCare Queensland and Wesley Mission Queensland).

The Uniting Church is multicultural, committed to a covenantal walk together as First and Second 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.

Within the ministry of the whole Church, Jesus Christ calls men and women to proclamation of the gospel in word and deed through a call to ministry. This calling is exercised by preaching and presiding at the celebration of the sacraments and witnessing in the community of the gospel of Jesus Christ.

## Placement Purpose:

The purpose of this placement is to provide missional and administrative support to improving the spiritual and cultural works of covenanting and reconciliation within the life of the Queensland Synod Office and wider Queensland Synod, Presbyteries, Congregations and Institutions. The placement will work alongside the Executive Officer UAICC & Covenanting and the Muth arrak Uniting Aboriginal and Islander, Regional Committee Queensland, in providing support to give life to the outcomes outlined within the Muth arrak UAICC Regional Committee Queensland, Strategic Ministries Plan. The role will also build connections and partnerships across the church which will see demonstrations of improved cultural understandings between First and Second Peoples and localised expressions of a flourishing life for First Peoples.

*In supporting the deepening of covenant relationship between and UAICC and UCAQ, we commit to;*

- *Adopting the Terms of Reference between Uniting Aboriginal and Islander Christian Congress, Regional Committee Queensland and the Uniting Church in Australia Qld Synod Presbyteries,*
- *Supporting the co-design of a First Peoples governance, ministry and capability uplift framework,*
- *Implementing Walking in Covenantal Relationship toolkit rollout events across each Presbytery – from which learnings and actions will form part of the overall Covenant Action Plan, and,*
- *Investing in a Ministry Leadership Program codesigned the UAICC\_RCQ, UAICC National, Presbyteries and the Board of Christian Formation.*

## Key Responsibilities:

1. As determined in relationship with the EO UAICC and Covenanting, support impactful development and outreach outcomes of the Uniting Aboriginal and Islander Christian Congress, Regional Committee Queensland.
2. As determined in relationship with the EO UAICC and Covenanting, use the Walking in Covenantal Relationship toolkit as a guide to providing culturally informed advisory to lay and ordained members of the church and Qld Synod, which strengthens our covenantal relationships shared across the church.
3. Work alongside the EO UAICC and Covenanting to build meaningful relationships with Aboriginal and Islander communities and church organisations state-wide.

4. Witnessing in the community to the gospel of Jesus Christ, particularly within a UAICC and Uniting Church Covenantal context.
5. Be called to preside at celebration of the sacraments within UAICC congregations and faith communities, as the need arises.
6. Contribute to the encouragement, guidance and equipping of members of UAICC congregations and faith communities to take up their place in ministry within their local communities.
7. Contribute to pastoral oversight and counsel within UAICC congregations and faith communities where needed.
8. Serving amongst Aboriginal and Torres Strait Islander communities, especially among those who are hurt, disadvantage and oppressed.
9. Contribute to the pioneering of new expressions of the Gospel for and with Aboriginal and Torres Strait Islander peoples and encourage new ways of fulfilling the mission and vision of the UAICC and the Church.
10. Support the collaborative execution of the Synod Strategic Plan and Covenanting Action Plan actions items of which the Executive Officer UAICC & Covenanting has outcome ownership.
11. Work with the UAICC\_RCQ & the Qld Synod in the stewarding of resources and diversifying funding sources to ensure long-term financial sustainability.
12. Support the EO UAICC & Covenanting in exploring and articulating Christian theology from the perspective of Aboriginal and Islander culture, promoting the integration of cultural values, traditions, and spiritual practices within the Church's theological discourse.
13. Support the fostering of relationships and collaboration with Aboriginal and Islander bodies of other churches in Australia, either through direct engagement or via participation in ecumenical bodies, to promote inter-church cooperation and shared initiatives.
14. Coordinate the effective communication, collaboration, and mutual support of the Church's relationship with Aboriginal and Islander community-controlled organisations in Australia.
15. Provide administration support to the governance obligations of the UAICC\_RCQ, including preparation of reports for Synod Standing Committee and Synod in Session when required. Preparing and distributing meeting agendas, meeting packs and meeting minutes.
16. Manage alongside other Synod staff members the travel and accommodation for UAICC members and where appropriate, support UAICC event management.
17. Maintain an in-depth understanding of all culture elements and values. Embody and continually demonstrate the value-based behaviours by setting a clear and consistent example for others.
18. Collaborate on the development and implementation of specific projects designed to support the execution of the UAICC,RCQ strategic ministries plan.
19. Compliance with Constitution, Regulations and By-Laws of the UAICC and the UCA and associated policies, procedures, and relevant legislation.
20. Comply with organisational Work, Health and Safety directions and Public Health directions.
21. Undertake other duties and ministry duties as and when directed within the capabilities of the incumbent.
22. Work within the policies and procedures of the Uniting Church in Australia, Queensland Synod including the [Safe Ministry with Children policy](#), [COVID-19 Vaccination Policy](#) and the provisions of the Workplace Health and Safety and other relevant legislation including reporting hazards/incidents, support for injured workers and full participation in return to work plans.

### Reporting Relationships:

This placement reports to: Executive Officer UAICC & Covenanting

#### Key internal relationships:

- The UAICC\_RCQ and the National body of the UAICC.
- Uniting Church Qld Synod through the Office of the Moderator as part of the Secretariat and as guided by the priorities of the Covenanting Steering Committee or its equivalent.
- UCAQ Mission and Ministry Team
- Aboriginal and Torres Strait Islander Communities and Community Controlled Organisations
- UCQ & WMQ RAP Team
- Congregations, Presbyteries, Agencies, Schools and Colleges and Early Learning across the Synod
- Uniting First Peoples Networks
- Other relevant teams, groups and individual across the church to support implementation.

#### Key external relationships:

- Aboriginal and Torres Strait Islander communities and community organisations
- Reconciliation contemporaries within other Christian church bodies
- Reconciliation Queensland
- SNAICC and ACOSS

## Placement Selection Criteria:

### 1. Qualifications:

- 1.1. Tertiary, Diploma or Certificate qualification in ministry and or theology,
- 1.2. Community development or social work (desirable, but not essential)

### 2. Experience and Skills:

- 2.1. Demonstrated experience of working alongside and engaging in meaningful ways with First Peoples Christian communities.
- 2.2. Demonstrated experience of supporting project delivery within a collaborative First Peoples cultural governance framework.
- 2.3. Sound administrative and organisational skills and possess a curiosity to develop further within a governance administration context.
- 2.4. Demonstrated ability to work independently and within a team environment and be adaptive to changing parameters where appropriate.
- 2.5. Service: personable with a commitment to building strong relationships with key stakeholders/customers across the Church and its agencies, boards and committees of the Synod
- 2.6. Responsibility: demonstrated attention to detail, timeliness, analytical and focussed on outcomes
- 2.7. Respect: demonstrated ability to clearly communicate orally and in writing with others and manage competing views
- 2.8. Integrity: demonstrated ability to act with impartiality and honesty
- 2.9. 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 Drivers Licence - Presentation of a current Drivers Licence must be made before your appointment to the position can be confirmed. >>
- Working with Children Clearance Card (BCB - 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. While not in an employment relationship, for the purposes of legislative compliance, presentation of a current Suitability Card must be made before the placement to be confirmed.
- << If specified for the position - National Criminal History Check to be provided and assessed every 3 years. Presentation of a current National Criminal History Check must be made before appointment to the position can be confirmed. >>
- This position is for the exercise of the duties of ordained ministry of the Uniting Church in Australia. Preference will in the first case be given to appropriately qualified Ministers of the Word or Deacons. A lay person may be appointed to the role subject to successful completion of core competency requirements for the ministry of pastor in the Uniting Church in Australia. The successful applicant will be required to comply with the Code of Ethics and Ministry Practice. and access regular professional supervision.
- This is an approved placement of the Uniting Church in Australia and the ministerial stipend and allowance provisions will apply.
- << Insert other requirements eg inter/intra state travel, working out of hours, attendance at Synod in Session >>
- The successful applicant must be eligible to legally work in Australia and proof of eligibility may be requested.

### Authorised by:



Signature

Kym Korbe

Executive Officer UAICC & Covenanting

Date: 9 June 2025