

Inviting Expressions of Interest

Part time Administration Officer – West End Uniting Church

Summary

West End Uniting Church is seeking a part time (or casual) Administration Officer for 5 to 7 hours a week. The role supports the Minister, Church Council and volunteers with key administration tasks.

West End Uniting Church – Where Everyone is Welcome

We strive to be a faith community where everyone feels welcome and safe.

We are inspired by Jesus' vision for a world made new, a world where justice and compassion, especially for the marginalised and disadvantaged, are the key values and priorities.

<https://www.westenduniting.au/>

Key Tasks and Responsibilities

- Management of correspondence (mail and email) and phone enquiries
- Deposit the weekly cash takings and provide a copy of the takings summary to Synod
- Support Synod bookkeeping by emailing source documents, and processing payments as requested
- Maintain the monthly hall hire spreadsheet
- Liaison with Hall hirers – new and ongoing
- Establish casual hall hire agreements
- Other administration tasks as required

Payrate

Clerks Private Sector Award – Clerk Level 3 (currently \$29.70 per hour part time rate)

Questions and Expressions of Interest to –

- Gareth Williams, Church Council Chairperson saintgaz@gmail.com Ph 0402 494 447
- Expressions of Interest (EOI) to include Resume and brief Cover Letter

EOIs will close on Sunday 14th September 2025.