



WARWICK KILLARNEY FREESTONE UNITING CHURCH
37-39 Guy Street, Warwick



CHURCH ADMINISTRATION OFFICER

Permanent part-time, 12 hours/week Based at Warwick Uniting Church.

POSITION DESCRIPTION AND SELECTION CRITERIA

Position title	Church Administrative Officer
Synod service area	Warwick Killarney Freestone Parish
Location	Warwick Uniting Church 37-39 Guy Street Warwick Q 4370
Classification/salary	Clerk's Private Sector Award Classification level 4
Next review date	

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.

Warwick Killarney Uniting Church (WKUC) consists of 3 congregations: Warwick, Killarney and Freestone, totalling 146 members.

Position purpose:

- Provide administration support to the Warwick Killarney Freestone Parish in managing day to day office responsibilities
- Deliver administrative support that is timely and helpful, enhancing the overall quality, effectiveness and efficiency of duties performed and carried out by the Ministry Agent, Task Teams and Ministry Groups
- Provide administrative support to rentals and property sub committee
- The Administration Officer is the first point of contact for people enquiring about our church and site operations, often including welfare enquiries, whilst also providing essential administrative support services. The Administration Officer is responsible for ensuring both professional operations and a friendly face for the community.



Key responsibilities:

- Front Desk and Communication – answering phone calls and taking messages, monitoring email as necessary during the hours of employment
- Managing property information and leasing agreements
- Managing bookings for rentals in various hire venues on our site, working with our Worship, Hospitality and Finance teams.
- Compliance with Synod policies, procedures and relevant legislation
- Compliance with Warwick Killarney Freestone Uniting Church policies, procedures and relevant legislation.
- Compliance and Record Keeping
- Maintaining Blue Card register
 - Maintaining Key Personnel Register
 - Acting as the contact person for Qld Blue Card (this will require you holding a Blue Card)
- Oversight of administration including, but not limited to – maintaining contact database, coordination and distribution of the newsletter, maintaining and coordinating social media presence, responding to telephone enquiries, general public walk ins and requests for information related to the Church, Assisting the bookkeeper in loading of invoices
- Order and maintain office supplies
- Model the values of the Warwick Killarney Freestone Uniting Church in day to day work including interactions with managers, lay staff, ministry agents, clients and stakeholders.
- Undertake other duties as and when directed within the scope of the role and the capabilities of the incumbent.

Key performance indicators:

- Meeting deadlines as set by upcoming events
- Ensuring the smooth operation of the office
- The ability to liaise with Church leaders in a timely manner
- Gathering and communicating requests and information coming into the office or as directed
- Meeting compliance targets

Reporting relationship and delegations:

- The Minister of the Warwick Killarney Freestone Parish
- The Warwick Killarney Freestone Church Council

Selection criteria:

Qualifications:

- Certificate in Business Admin or equivalent?



Experience and skills:

- Sound knowledge of Microsoft Word, Excel and Outlook
- Experience with Facebook and Instagram desirable
- Knowledge and experience with apps such as Canva and wordpress
- Experience of working with different computer accounts
- Experience in setting up digital and hard copy filing systems for easy retrieval
- Essential: the ability to retrieve information and documents from the Uniting Church Assembly and Synod websites
- Essential: Being trained in the Uniting Church Safe Church program
- Desired: the ability to learn EasyWorship
- Desired: the ability to learn CCLI and One Licence (copyright agencies)

Additional requirements:

- 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 Queensland Uniting Church