



Presbytery of Port Phillip West

Position Description -

PPPW Administration Support Officer

<u>POSITION:</u>	PPW Administration Support Officer
<u>LOCATION:</u>	Presbytery of Port Phillip West Cnr East Esplanade and Elaine Street St Albans Vic 3023
<u>HOURS:</u>	20 hours per week (Tuesday, Wednesday, Thursday) Time in Lieu arrangements will apply to one-off meetings
<u>STATUS:</u>	12-month part time contract Two-month probation period from contract commencement Contract subject to review and extension, by mutual agreement, based on employee performance and organizational requirements after contract period
<u>AWARD:</u>	Clerks Award – Level 4
<u>REQUIRED:</u>	Current Working with Children’s Check Card, Current Police Check.
<u>RESPONSIBLE TO:</u>	PPW Secretary/Administrator
<u>REPORTING TO:</u>	PPW Standing Committee (SC)

RESPONSIBILITIES:

Prepare and distribute emails and agendas (in consultation with the Chair of the committee) for meetings of Standing Committee (SC), Pastoral Relations Committee (PRC), Ministry Formation Committee (MFC), Mission Strategy and Education (MSE) Administration Property and Finance Committee (APF).

Attend meetings of PRC, MFC, MSE and SC and take the minutes of the meeting and write necessary communications/ actions following the meetings as decided in the meetings.

Data entry into the database for the presbytery

Support the Presbytery with administration tasks that relate to Presbytery Committees at the direction of the Chair of the committees in consultation with the Presbytery Secretary/Administrator.

SPECIFIC DUTIES AND TASKS:

The PPW Administration Support Officer shall perform the following duties:+

- Data entry related to the Presbytery Database/Directory.
- Undertake arrangements for Presbytery Ministers meetings as requested.
- Preparation and distribution of agendas and other associated documents for Presbytery committees.
- Recording minutes for PPW Committees as requested.

- Provide administration support for the PPW Ministry Team and PPW Committees following consultation with the Presbytery Secretary/Administrator.
- Assist with arrangements for SC and Presbytery in Council Meetings as required by the Presbytery Ministry Team
 - Preparation for the meeting
 - Catering
 - Site bookings
 - Other tasks as required
- Assist with assessment of property, at the direction of the Presbytery Secretary/Administrator, including
 - Assisting with site management of properties that the Presbytery has oversight of:
 - Rental Agreements
 - Tenants
 - Invoicing for tenants and following-up outstanding debts
 - ESM's and OH&S
 - Overseeing contactors for minor repairs and maintenance
- Assist with office management including printer services and office stationery
- Assist with preparation of induction/ordination booklets

ACCOUNTABILITIES:

- The PPW Administration Support Officer shall be accountable to the Standing Committee through the Secretary/Administrator of the Presbytery.

SELECTION CRITERIA:

The successful applicant will be a point of contact between the public, key stakeholders, and the Presbytery Committees and as such, should have strong people skills, a commitment to collaboration and the ongoing development of positive relationships. Experience in Uniting Church property processes would be desired.

PERSONAL SKILLS:

The successful applicant will have a friendly welcoming approach with the following skill set:

- Flexible work attitude being able to respond quickly to changing priorities.
- Strong communication skills and the ability to relate effectively across a broad range of ages, cultures, and socio-economic groups.
- Ability to communicate with real estate agents, contractors, tenants, hall hirers.
- Exceptional relationship building skills that encourage rapport with others.
- The ability to always remain courteous and professional.
- Monitor and manage your own workload while working within role expectations, deadlines, and management requirements.
- Possess an unwavering attention-to-detail, even when tasks get routine.
- The ability to maintain confidentiality in relation to all work undertaken for the Presbytery.
- The desire to contribute to our community.

PROFESSIONAL COMPETENCIES:

- Efficiency in maintaining records and documents.
- Transparency and accountability in managing tasks assigned.
- Intermediate to Advanced skills using Microsoft Office suite.

Any staff member employed by the Uniting Church must be willing to work within the workplace ethos and values of the Uniting Church. As a Uniting Church employer, we express the ethos of Christianity to love one another, to live justly and to seek the reconciliation and renewal of all creation by respecting ourselves and all whom we serve and employ. We strive to do so by:

- Being inclusive.
- Maintaining confidentiality.
- Acting and advocating for a just society.
- Working for peace and justice in the world.
- Having an openness to the wisdom of people of other faiths and views.
- Implementing environmentally sustainable practices.

A computer will be supplied

Access to the Presbytery Office will be provided (internet)