

POSITION DESCRIPTION

Position Title:	Church Office Team - Member
Position Purpose	The Church Office Team is the public interface of the Eastwood Uniting Church, providing administrative support and Reception to a multiethnic congregation and the community groups it serves.
Relationships:	<p>Reports to: Minister of the Word and Church Council</p> <p>The Church Office Team will have two lines of reporting:</p> <ol style="list-style-type: none"> 1. For day-to-day operations of the congregation, building and office, the position will report to the Minister of the Word; and 2. For the anticipated operational expenses of building maintenance and security, the office and leave applications, the position will relate to the Church Council.
Classification:	Part time. (12-18 hours negotiable over 3 days)
Award:	Clerks Private Sector Award 2010. (Lvl 3, may move to 4)
Term of Employment:	Permanent PT
Location:	Eastwood, NSW

Position Profile

The Church Office Team is key in expressing the hospitality and mission of Eastwood Uniting Church in our local community. The Team will provide a central point of contact for the people of the Eastwood Uniting Church, and will manage all aspects of the office including undertaking secretarial duties, building management including bookings from external providers, stocking and maintenance, security management, assistance with pastoral support coordination and other administrative duties as required.

Specific Responsibilities

Pastoral Support

- Receive incoming phone calls and deal with any issues that may arise from these calls in a sensitive and confidential manner;
- Cheerfully welcome people to the office and deal with any issues in a sensitive and confidential manner;
- Assist the Minister of the Word in keeping confidential records of pastoral matters;
- Assist the Minister of the Word with material required for pastoral work.

Office Support

- Prepare and distribute Congregational Communications (including weekly notices, handouts, reports, correspondences seasonal publications and other resource materials);
- Keep the contacts and membership databases updated;
- Manage the Church website and social media accounts. (e.g. A key focus during 2021 will be the upgrade, gathering of content and development of digital connection for Eastwood Uniting Church through the website and social media);
- Prepare and assist with multimedia presentation (e.g. weekly PowerPoint presentation);
- Be the first point of contact for people approaching the office for information and guidance;
- Other administrative duties. (E.g. manage rosters).

Building Management & Security

- Keep the Church office up to date, by:
 - maintaining accurate records
 - ensuring equipment and facilities are fully operational
 - ordering supplies in a timely fashion.
- Manage the maintenance and security of the Church building;
- Work with the Church COVID Manager to deal with COVID-related issues;
- Manage all bookings for the Eastwood Uniting Church property and prepare invoices for users;
- Manage church signage.

Workplace Health and Safety (WHS)

Contributing to a safe and healthy workplace by:

- Following WHS instructions, policies and procedures;
- Reporting accidents and hazards and addressing potential risks;
- Working to ensure both your own and others' safety; and
- Actively participating in WHS meetings, suggesting improved risk and hazard mitigation.

The Church Office Team will be accountable for managing and undertaking all activities in line with organisational policies, procedures, and regulatory and legislative requirements. They will also be expected to contribute to projects and teams, and ensure that they keep the Minister of the Word and Church Council, as well as relevant stakeholders briefed throughout. They will be guided by the Uniting Church's 'Basis of Union' and be prepared to work in accordance with the polity and ethos of that document.

Selection Criteria

Essential:

1. A willingness to affirm the faith and values of Eastwood Uniting Church.
2. A warm, friendly and understanding manner;
3. Demonstrated skill in using computer applications (e.g. MS Office, Quickbooks-Intuit, desktop publishing);
4. Demonstrated ability to work independently, manage workload and plan work effectively;
5. Excellent written and verbal communication skills;
6. Working with Children and Police Checks will be required for the successful applicant.

Desirable:

1. Staff are invited to hold either membership or, if connected with another Church, associate membership in Eastwood Uniting Church.
2. A demonstrated competency in working in intercultural settings (noting that Eastwood Uniting Church is committed to being a multicultural Church and currently has English and Chinese services and is well placed to expand reach among local Korean and South Asian peoples.)
3. Experience in job-share arrangements or working in teams

Eastwood Uniting Church Employee Guide

Organisational Context

In 1977 the Uniting Church in Australia brought together people from the Presbyterian Church, the Methodist Church and the Congregational Union. Since then, it has developed a vision to be a multicultural church, welcoming of people from many places. It is an Australian, indigenous, contemporary Christian church.

God's mission for Eastwood Uniting Church is that, as individuals and community, we are called to share the good news of Jesus Christ in word and action. Our faith and unity are built on the one Lord Jesus Christ. Eastwood Uniting Church is part of the world-wide Christian Church called by God to serve our diverse community through active discipleship.

The Eastwood Uniting Church facilities, located in central Eastwood, are used by a large number of community organisations and businesses as part of the blessing and hospitality of our congregations.

Standards and Expectations

Eastwood Uniting Church staff must adhere to Eastwood Uniting Church's standards and expectations:

1. Acting in accordance with the values of Eastwood Uniting Church at all times, (being Visible, Inclusive, Relevant and Active);
2. Acting with Honesty, integrity, and ethical conduct at all times;
3. Excellent interpersonal and communication skills, (including tolerance and the capacity to develop rapport with a wide range of people);
4. supporting other members of staff to achieve their highest standard of work; and
5. High levels of motivation, initiative, and innovation.

Applicants are invited to submit an Expression of Interest to the church office secretary@euc.org.au addressed to Chris Wakefield.

Please include:

- **Cover Letter addressing your motivations for applying and your interest in the role**
- **Curriculum Vitae, highlighting your competencies for the role**
- **Please identify three potential referees (to be contacted if you are shortlisted)**

Please forward applications by April 9th 2021.