

Why is this Job Description being written?		<input type="checkbox"/> New Position <input checked="" type="checkbox"/> Replacement Position <input type="checkbox"/> Position re-designed <input type="checkbox"/> Position not previously described
POSITION DETAILS:	Position Title:	ADMINISTRATION ASSISTANT 0.6 FTE (0.2 FTE IS COVERING MATERNITY LEAVE UNTIL DECEMBER 2023)
Department:	Operations & Administration	
Position reports to: (role)	Operations Manager	
Location: include all possible locations	All Prov Locations	
POSITION PURPOSE: In one or two sentences briefly summarise the overall purpose of this role, i.e. broadly, what this role does and why		
<ul style="list-style-type: none"> • General administrative tasks including delivering weekly email communications, podcasts, service visuals and communications. • Processing and maintaining records of safe ministry training and checks for volunteers and staff. 		

KEY RESPONSIBILITY AREAS (Please list in order of importance)

Key Position Accountabilities	% of Total Role	Inputs: What are the key activities or tasks to be carried out?	Outputs: What are the expected end results?
Provide general administrative & communications support	55	<ul style="list-style-type: none"> ● Communications Support - editing and compiling various forms of communication ● Provide general administrative and project support for the Providence City team 	<ul style="list-style-type: none"> ● Clear, accurate communications to inform the church ● Staff are supported to maximise their ministry goals
Processing of staff and volunteer employment checks and Safe Ministry Check (SMC) training	25	<ul style="list-style-type: none"> ● Familiarity with SMC platform and Providence City safe ministry training requirements ● Maintaining and updating records of training ● Regularly review training and employment check status of staff and Providence City volunteers ● Communicate with key stakeholders <ul style="list-style-type: none"> ○ Ministry leaders ○ Volunteers ○ Safe Ministry Check platform support 	<ul style="list-style-type: none"> ● An up-to-date record of volunteer and staff SMC training and check status ● Volunteers and staff are appropriately trained, informed, and have relevant, up-to-date checks in line with Safe Ministry Policy
Produce weekly email & Sunday slides	20	<ul style="list-style-type: none"> ● Collate information to produce weekly emails in Mailchimp ● Set up Sunday services in Proclaim ● Produce weekly Podcast 	<ul style="list-style-type: none"> ● Clear email communication designed to inform & educate (Delivered by COB Wednesday) ● Produce a clear audio record of the sermon (Delivered by COB Monday) ● Produce accurate visuals for Sunday services

ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE:

Qualifications: Completion of Secondary education

Skills and attributes

- A desire to get alongside and support others in their roles
- An ability to connect and cooperate with others
- A desire to make sure things are completed
- A desire to get things done on time and done well
- Keen to make sure that the desired results and outcomes are achieved
- Willingness and ability to learn various platforms including Subsplash, Notion, Slack, Proclaim, Wordpress, Elvanto, Audacity, Google Sheets, Forms and Docs and Safe Ministry Check.
- Excellent written communication skills and editing skills
- Desirable: basic graphics editing skills
- Ability to follow procedures and processes to ensure accurate outcomes

SCOPE:

Financial accountability: Does this role have accountability for a budget?

No

People responsibility: Does this role have any direct reports or indirect reports? No

Additional Information:

- The successful candidate will undergo a 3 month probation period
- A National Police Check will be required prior to commencement.

