



## **Administrative Support Officer**

### NATURE of the ROLE

The purpose of this role is to provide a single point of contact for Plentylife administrative needs. This role includes administrative support for staff members, community members and missional communities as well as interaction with the local community.

### SPECIFICS

#### ***Person Specification***

- Highly developed people skills
- Self-motivated and able to work independently
- Experience and skill in administration and record keeping
- Highly effective communicator
- Proficient in the use of online communications
- Adaptable to change

#### ***Key Responsibilities***

- Management of church communications including messaging, emails, newsletter, flyers, Facebook, and phonecalls.
- Organisation of training and management of registers and risk assessments in meeting compliance obligations for child and vulnerable people safety, first aid and Covid safety.
- Provide administrative support for our worship services and Annual General Meeting.
- Management of Elvanto, our people management and rostering system (training can be provided as required).
- Management of our Google Drive document centre
- Dealing with the administration of baptisms, funerals and weddings - ie ensuring registers and other paperwork is done in a timely manner.
- Other administrative duties as required.

## ACCOUNTABILITY

- There would be considerable freedom to develop the work in a way that is aligned with your particular gifts and experience, in collaboration with the senior minister.
- You would be responsible to the senior minister and have fortnightly supervision meetings.
- Working from home is a possibility by negotiation.
- Your ministry practice would be in keeping with the Duty of Care Handbook for the Diocese of Melbourne.
- Involvement in worship services and a missional community would also be expected.
- The role will have a discernment (probationary) period of six months following the appointment, after which time a review will take place to see if the appointment should continue. An annual review would take place thereafter.
- An annual report will be required for the Annual Meeting.

## REMUNERATION:

- This is an ongoing 10 hour per week position, with some flexibility available for allocation of those hours. Two days of 5 hours each (930am-230pm) is desirable.
- Remuneration is on the basis of 25% of FTE (10 hours per week) at “Lay Minister” rates according to the ASLM stipend determinations (~\$12500pa + 9.5% Super)
- Leave entitlements include four weeks (10 hours per week) annual leave

## APPLICATION:

To apply for this position please send a cover letter and resume to Rev Craig Ogden via email on [craig@plentylife.org.au](mailto:craig@plentylife.org.au) by 5pm, Friday 26<sup>th</sup> March 2021.

For more information please contact Craig on 0430505593.