



# SAINT JAMES

ANGLICAN CHURCH GLEN IRIS

## Office Administrator Position Description

St James is a Gospel-Centred Anglican Church that longs to share the good news of Jesus with the people in and around Glen Iris, Melbourne. Established in 1920, we are in a season of growth, answering God's call and seeking his blessing as a community that knows the truth, beauty, and relevance of Jesus and makes Him known among our neighbours.

Our vision is to **be a church that unchurched people want to belong to.**

Our mission is **to know Jesus and make Jesus known.**

### Overview

The Office Administrator assists the Vicar and Parish Wardens in the administration and governance of our Church and requires a high attention to detail and organisational clarity. They also function as the initial contact for enquiries and reflect the mission, beliefs, and values of St James.

**Reports to:** Pastor - Revd. Samuel Crane

**Days:** 10 hours weekly split over two or three days (fixed).

**Remuneration:** following diocesan part-time award rates.

### Responsibilities

- Communications
  - Welcomes visitors, address questions, and provides assistance or refers them to pastors or other church leaders
  - Responds to or forwards correspondence - phone, emails, mail
  - Acts as liaison to other volunteer organizations and church-affiliated committees
  - Assists in writing, editing, printing, and distributing church communications, including the weekly email and church website
- Event Planning and Hires
  - Assists in planning church events and activities, including services
  - Arranges details for weddings, funerals, baptisms, and any other events that require the use of the church itself
  - Manages new and existing bookings
  - Assists the property warden in creating hire agreements
- Administration
  - Creates, maintains, updates, and helps distribute church calendars for events and bookings
  - Completes clerical tasks as necessary, including typing, filing, copying and developing with the Vicar relevant processes and systems
  - Maintains all church records, such as information regarding parish database, worship service register, baptisms and marriages, digitising as many as possible
  - Orders office and hospitality supplies as necessary

- Keeps office clean and orderly
  - Manages cleaners and forwards maintenance requests to wardens
  - Manages organization and storage in office, halls and church
  - Assists the Vicar and Parish Council in preparations for Parish Council meetings and the Annual Meeting
  - Provides administrative support to staff and Parish leaders.
- Governance and Compliance
    - Assists the People's Warden in ensuring that all staff, volunteers, members and activities are Child Safe and compliant to Professional Standards, including keeping track of WWCCs and Police Checks
    - Completes tasks as the compliance office, including administering all aspects for obtaining CrimChecks, WWCCs, and ensuring all relevant parties have completed the required training
    - Assists the Vicar's Warden in the completion of diocesan, commonwealth and state compliance
    - Assists church treasurer in preparing payroll information, distributing cheques, and maintaining office financial records
    - Report to the Vicar, and ADoM and Kooyoora as required
- Other duties as assigned by the Vicar

## Qualifications and Experience

- Proficiency in using Office and Google Suite software
- Working knowledge of database management
- Excellent administrative and organisational skills
- Previous administrative experience preferred
- Excellent record-keeping, attention to detail and ability to plan and prioritise
- Compliance with Diocesan requirements (faithfulness in Service, Code of Conduct, Child Safe, Professional Standards)

## Personal Qualities

- Ideally membership to St James Anglican Church
- Commitment to the mission and values of St James Anglican Church
- An understanding of and willingness to serve within the doctrinal commitments of our church
- Friendly, outgoing personality
- Self-motivated with the ability to set own priorities and deadlines
- Able to take direction and work in a team
- Excellent people and communication skills on all levels within and outside the Parish
- Ability to maintain confidentiality

## To Apply

To apply for this position, please send a CV to [sam@sj.org.au](mailto:sam@sj.org.au). If you have any questions, please email the same address.