

# Administration Officer Job Description

## General Information

<b>Position:</b>	Administration Officer	<b>Reports to:</b>	Lead Pastor and NDC Leadership Team
<b>Term:</b>	1 year contract, 2.5 days a week		
<b>Remuneration:</b>	\$26.5 per hour + superannuation		
<b>Start Date:</b>	9 <sup>th</sup> January	<b>Date Reviewed:</b>	Annually
<b>Location:</b>	25 O'Brien's Road, Figtree, NSW 2525		

## Position Overview

The purpose of this role is to, 1) undertake the administrative needs of the NewDay Church (NDC) community, its building and property, 2) provide support to pastors, ministries and leadership at NewDay Church, and 3) provide a single point of contact and support for non-pastoral needs.

The NDC Administration Officer will also provide assistance to NewDay Kids (NDK), a service of NDC, as required.

## Essential Spiritual Attributes and Skills

- A personal and ongoing relationship with Jesus
- The spiritual gift of administration
- Outstanding relational and communication skills
- Be responsive and flexible to handle the changing needs of a church
- Ability to take initiative and direction where appropriate
- A keen attention to detail
- Self-motivated and finds a way to get things done
- Operates with the utmost integrity and confidentiality
- Organised, trustworthy and reliable

## Key Relationships

The Administration Officer will be accountable to the Lead Pastor of NDC as well as its Leadership Team. They will also be directly responsible for relationships with:



- Volunteers throughout the office setting
- Co-workers throughout NDC and NDK
- Contact points in other businesses and organisation
- Hirers and other community members

## Key Responsibilities and Expectations

Our Administration Officer will be responsible for:

- Communicating on the church's behalf through mail, e-mail, voicemail, txt etc. including the development of a weekly newsletter.
- Coordinating logistics and administrative support for church staff, leadership and lay leaders.
- Organising and overseeing the serving roster in conjunction with various teams operating within the church.
- Coordinating our facilities and resources with internal and external sources.
- Closely liaise with Leadership and Maintenance Team to ensure appropriate regulations and policies are met e.g. OHS, WWCC, Fire Safety etc.
- Responsibility and delegation throughout the office and its volunteers as well as being responsible for day-to-day visitors.
- Maintaining our online and hardcopy databases, systems and records including the Church Directory
- Overseeing the preparation and implementation of surveys, annual general meetings, working bees and other clerical tasks
- Overseeing the security of the physical property (building, keys) and intellectual property including private information
- To be available to serve as needed, within reason, as required by the Senior Pastor or Leadership Team

## Key Result Areas

1. Communication
2. Organisation
3. Initiative
4. Relationship
5. Professionalism
6. Overall Administration

## Key Selection Criteria

- KSC 1** Believe the same as stated at: <http://www.newdaychurch.com.au/what-we-believe/>
- KSC 2** Strong clerical, communication and computer skills
- KSC 3** A willingness to upskill and learn new technologies where appropriate
- KSC 4** Well organised with the ability to take initiative and direction where appropriate
- KSC 5** Spiritual gift of administration
- KSC 6** Has a keen attention to detail and is a well organised individual
- KSC 7** Holds good standing in their current church community
- KSC 8** Be able to produce a current Working With Children Check and Police Check

## Submissions

All applications for the above position should include a current resume and an accompanying response to the above Key Selection Criteria. You are not required to be an expert at writing job applications – you just need to be able to, with God’s help, fill the role required.

Applicants will also be required to provide a minimum of 2 referees, one of which is a Pastor.

Send applications to: jono@newdaychurch.com.au

Address applications to: Lead Pastor

## Acknowledgement

I acknowledge that I have read and understood the key result areas described in this Administration Officer Position Description and agree to carry out my duties to meet these outcomes to the best of my ability. I also understand that at times I may be required to undertake other duties relevant to the position that are not listed in this statement. I have received a copy of this Administration Office Position Description

*(Only to be signed by the successful candidate or position holder – not to be signed by applicants for the position).*

**Employee Name:**

**Signature:**

**Date (dd/mm/yy):**

**Supervisor/Manager:**

**Signature:**