



## Resourcing Team Leader Rhodes

- Permanent Full-Time position;
- Located in Rhodes;
- Christian Based Not-for-Profit Organisation;
- Must be available to commence immediately.

Now over 125 years old, Fresh Hope, a ministry of Churches of Christ in NSW, consists of a network of over 90 churches. As a not-for-profit Christian organisation, our key agencies in NSW include Fresh Hope Care, Fresh Hope Venues and Fresh Hope Mission & Ministry which provide a range of services to support the sectors of aged care, social and community welfare, hospitality and ministry.

Our mission is to transform communities and lives with fresh hope.

Your new role as Assistant Ministry Leader, Resourcing involves leadership and project management, supporting the synergistic activities of the Mission & Ministry Team. Working in a team you will participate in assisting with oversight of the Resourcing administrators, contributing to the shaping and leading culture of the team as well as manage the day to day activities of Mission & Ministry.

Reporting to the Ministry Leader, Resourcing.

### Your main responsibilities will include:

- Oversee day to day Mission & Ministry operational activities which includes: admin staff supervision, financial transactions (Lightyear), phone and email inquiries, liaising with other fresh hope staff inquiries and providing correspondence responses (includes admin & events emails);
- Liaise with M&M program leaders (Transformation, Pioneering, Engage, Communication, Safe Church, Spiritual Mentoring, Navigate, FH Housing, FH Youth and Resourcing) regarding admin support requirements and assist with coordinating admin team as needs arise;
- Executive Assistance support to the Mission & Ministry Senior Team, including minute taking;
- Assist with the Mission & Ministry administrative function in communication, newsletters (enews), social media & digital marketing, mail outs, sms texts, stories, annual reports, team updates etc;
- Facilitate support to the Fresh Hope church network regarding insurance, risk, WHS, finance, eldership staffing and other general enquiries;
- Maintain online resources for churches – policies, best practice processes, etc.
- Assist the communications team with general communications to churches;
- Effectively liaise and demonstrate exceptional customer services with internal and external stakeholders;
- Manage, develop, research and undertake special projects as required;
- Resource and communicate key policies and procedure information for the Fresh Hope church network as requested;
- Report all accidents, incidents, risks and hazards immediately using established procedures;
- Promote and contribute to a collaborative and positive team environment, including active participation in team meetings, and problem solving constructive ways to assist in the delivery of extraordinary team services to internal and external stakeholders;

### To be successful in your new role you will need:

- Strong character aligned to God's Kingdom way;
- Qualifications in Project Management and Theological training/experience (desirable);

Fresh Hope  
Level 1, 3 Rider Boulevard  
P.O. Box 3561  
Rhodes, NSW, 2138

T/ +61 2 8719 2600  
F/ +61 2 8719 2601  
W/ [www.freshhope.org.au](http://www.freshhope.org.au)



Transforming  
communities and lives  
with fresh hope

Fresh Hope is  
an initiative of  
Churches of Christ  
in NSW



- Qualifications in Business Administration or demonstrated competency, skills and experience in administration;
- Ability to serve and lead teams;
- High attention to detail and accuracy;
- Demonstrated ability to identify requirements around event planning, adapt services and resources in response to identified needs, and evaluate missional outcomes;
- Demonstrated time management skills and ability to prioritise work;
- Demonstrated ability to communicate both orally and in writing with persons from various levels and positions in an organisational context and external churches, partners and suppliers;
- Proficiency with Microsoft Office Suite (Word / Excel / Power Point / ACCESS/ Outlook)
- Willing and able to work within a Christian context and Fresh Hope's (COCNSW's) philosophies, vision and values;
- Personal alignment with the values and mission of Churches of Christ in NSW;
- Familiar with church operations and experience in support of church ministries;
- A current Criminal History Check (within the last three years) and current NSW driver's license are essential.

To apply online please click the 'Apply Now' button and submit your resume and cover letter. Alternatively, for more information please contact Sandra Noel, Ministry Leader Resourcing on (02) 8573 6002 or [sandra.noel@freshhope.org.au](mailto:sandra.noel@freshhope.org.au).

**Applications Close:** Friday 11 September 2020 (close of business).