



Administration Officer

General Information

Position:	Administration Officer	Reports to:	Senior Pastor
Term:	Ongoing – 32 hours per week		
Remuneration:	\$26.5 per hour		
Start Date:	Late January 2022 (negotiable)	Date Reviewed:	Annually
Location:	25 O'Brien's Road, Figtree, NSW 2525		

Position Overview

The purpose of this role is to, 1) provide a single point of contact for non-pastoral congregational needs and support for pastors, ministries, committees, and leadership groups at NewDay Church (NDC), as well as 2) oversee the accounts and pay roll of NDC and NewDay Kids (NDK).

Essential Spiritual Attributes and Skills

- A personal and ongoing relationship with Jesus
- The spiritual gift of administration
- Have a caring attitude, excellent people skills and high integrity
- Be accessible, responsive, and flexible to handle the changing needs of the church
- Excellent communication skills both written and verbal
- Have clerical, communications, computer and administrative skills with an attention to detail
- Trustworthy and confidentiality
- Ability to take initiative and direction where appropriate
- Adaptable to a changing workplace including a willingness to learn new skills

Key Relationships

The Administration Officer will be accountable to the Manager of NewDay Kids, the Senior Pastor of NewDay Church and its Leadership Team. They will report directly to the Senior Pastor who will lead a review of the role and position annually. The Administration Officer will be directly responsible for:

- 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

Our Administration Officer will be responsible for:

NDC

- Communicating on the church's behalf through mail, e-mail, voicemail, txt etc. in coordination with anyone else relevant 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 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

NDC & NDK

- Managing invoices, reimbursements and receipts in consultation with the NDC Treasurer and NDK Director where appropriate.
- Administering Payroll and other related tasks
- Being the point of contact for external sources

Key Result Areas

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

Key Selection Criteria

KSC 1	Clerical, communications and computer skills with an attention to detail
KSC 2	A willingness to upskill and learn new technologies where appropriate
KSC 3	Well organised with the ability to take initiative and direction where appropriate
KSC 4	Demonstrated experience in payroll and financial management
KSC 5	Have good standing in a church community and maintains healthy relationships
KSC 6	Be able to produce a current Working With Children Check and Police Check
KSC 7	An individual willing to be part of our church fellowship would be preferable

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: admin@newdaychurch.com.au
Address applications to: Senior 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 Officer 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:

Date (dd/mm/yy):