

Business Unit	Parishes and Other Mission Agencies Commission
Parish / Commission	St Andrew’s Anglican Church
Location	89 Fairley Street, Indooroopilly 4068
Employment Status	Permanent Part Time
Industrial Instrument	Clerks—Private Sector Award 2020
Classification Level	Level 3
Reports To	Rector
Direct Reports	Nil
Key Relationships	Internal: Rector, Church Wardens, Clergy, Parish Council, and Parish Volunteers
	External: Parishioners, members of the community, suppliers/contractors, Anglican Church Southern Queensland employees

Who We Are

The Anglican Church Southern Queensland (ACSQ) is one of 23 Dioceses that form the Anglican Church of Australia. The Diocese works to care for and improve the life of the community through our network of parishes, schools, community services, ministry education, and social justice and advocacy. We operate 134 parishes, 14 schools, a theological college and a significant number of residential community and social service programs.

Our Vision

Flourishing faith communities: proclaiming and serving, worshipping and learning

Our Mission

The Mission of the Church is the Mission of Christ – to proclaim the good news of the kingdom of God.

- To teach, baptise and nurture new believers;
- To respond to human need by loving service;
- To seek to transform unjust structures of society, to challenge violence of every kind and pursue peace and reconciliation;
- To strive to safeguard the integrity of creation and sustain and renew the life of the earth;
- To worship and celebrate the grace of God;
- And to live as one holy Catholic and apostolic Church.

Our Values

We aim to be:

- **Faithful** – steadfast in love for God and each other and steadfast in purpose to undertake God’s mission
- **Imaginative and creative** – being intentional about reforming culture and traditions for God’s world
- **Courageous** – to risk new things and where necessary to make bold decisions
- **Authentic** – being genuine and confident in living and speaking about what we believe as followers of Christ
- **Comprehensive** – being welcoming and respectful of a broad range of ideas, people, and approaches, and open to dialogue and learning

Position Purpose

The purpose of this role is to coordinate the parish office and provide administrative support to the Rector, parish council and volunteers to contribute to the smooth and effective functioning of the parish, for the benefit of the wider community.

St Andrew's Anglican Church serves the community of Indooroopilly and is the home of a community of faith who seek to follow the way of Jesus in loving one another, practising generous hospitality, seeking peace and pursuing justice, caring for and supporting each other to grow spiritually.

Key Accountabilities and Responsibilities

- Respond to all queries (in person, telephone or email) in a timely and professional manner.
- Perform general administrative services including photocopying, data entry, appointment management etc. Maintain and organise filing systems, ensuring documents are secure.
- Generate invoices using the Xero accounting system. Process petty cash reimbursements and electronic payments made to the office.
- Prepare documents, correspondence and orders of service as required. Create and maintain the Guide to Worship for weekly services and additional services including funerals. Ensure timely distribution of readings and rosters.
- Prepare Wedding and Baptism Certificates and maintain Statutory Registers for weddings, baptisms and funerals.
- Update elements of the Parish website and compile news items for parish email.
- Order and maintain stationery and equipment supplies, and supplies for items required for worship. Print name badges as required.
- Troubleshoot IT issues, contacting technical support as required.

General

- Achieve individual objectives and contribute to the achievement of team and organisational objectives in a manner that is consistent with the mission, vision and values of ACSQ.
- Work in accordance with the values and ethos of the Anglican Church and the Code of Conduct, supporting the operations of the Church.
- Undertake work in a safe manner and follow any reasonable health and safety instructions.
- Comply with ACSQ policies and procedures.

Key Position Requirements

Essential Knowledge, Skills, Experience and Qualifications

- Demonstrated experience in a similar role, together with experience performing a range of administrative and reception duties.
- Well-developed oral and written communication skills.
- Good organisational and time-management skills, along with a strong attention to detail.
- Strong interpersonal skills, with a good level of emotional intelligence.
- Proficient with the Microsoft Office suite and an aptitude to learn new systems and processes.
- Ability to manage a varied workload to meet tight deadlines in collaboration with the Parish.

Mandatory Requirements

Satisfactory National Police Check
Australian work rights verification

Desirable

Current Drivers Licence

Acknowledgement

I have read and understood the requirements of the role as outlined in this Position Description.

Signed _____

Name: _____

Date: _____