



Holy Trinity Lara with Christ Church Little River

Administration Officer

Objective:

To support the missional activities of the Parish by providing high quality administration and compliance assistance.

Reports to: Priest in Charge

Fraction: Part time - 12 hours per week worked over 2, 3 or 4 days

Works with:

- Op Shop Coordinator and Day Managers
- Food Relief Coordinator
- Wardens
- Volunteers

Activities

- Create the Sunday PowerPoint ensuring that it accurately reflects the weekly readings and music selection.
- Monitor and respond accordingly to all incoming emails to parish account and office phone calls.
- Maintain the Parish Website and Facebook ensuring all information and dates are accurate.
- Ensure all Child safety documents and records are maintained and that the Volunteer and Lay employee register is accurate and sent to Diocese and Kooyoora as required.
- Ensure all Church and lay volunteers have current Police and Working with Children Checks and are adhering to all Diocesan child safe regulations.
- Report all music and hymns used in the weekly service to CCLI.



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- Create documents and promotional material as required for events and services such as the annual Pancake Night and special church services.
- Create weekly pew bulletin as required.
- Other related activities as agreed.

Selection Criteria

The Administrative Officer will be:

- Experience in a small office environment is desirable
- Open to learning new skills and knowledge
- Able to work both independently and with supervision.
- Able to connect with people across the parish including volunteers, congregational members and ministry team.
- Accountable for own work and behaviour.
- Support the parish with proficiency in the suite of Microsoft products including powerpoint, Excel and Word, and online publishing tools.
- Organised and systematic in electronic filing and scheduling of work tasks.
- Knowledge of Anglican liturgy would be desirable.



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The Administrative Officer will be accepting of the parish Vision and Values.

Vision

Welcoming - God Centred - Thriving

Values

- Working Together - We work together in Christ, to build up His Kingdom
- Relationships - We build authentic and inclusive relationships
- Community Connection - We love and serve our broader community
- Natural Environment - We care for the natural environment
- Meeting Christ - We meet Christ in Word and Sacrament

Award Conditions

This position will be appointed as a Level 2 or 3 Administration Officer under the Clerks Private Sector Award 2020 depending on relevant skills and experience.

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Level 2—Year 1	24.76
Level 2—Year 2	25.22
Level 3	26.15

The successful applicant will be required to undergo a Police Check and a Working with Children Check.