

<b>Parish Name</b>	St Luke's Parish, Toowoomba
<b>Commission</b>	Parishes and Other Mission Agencies Commission
<b>Location details</b>	152 Herries Street, Toowoomba Qld 4350
<b>Employment status</b>	Permanent part-time: 19 hours per week 0.53 FTE Four (4) hours per day Tuesday – Friday and three(3) hours Saturday Or Permanent part-time: 20 hours per week 0.53 FTE Four (4) hours Monday - Friday This role may be performed in a job-share capacity subject to agreeance by all parties.
<b>Industrial Instrument/Level</b>	Clerks Award Level 3
<b>Reports to</b>	Priest-in-Charge or as may be amended and notified from time to time
<b>Direct reports</b>	Nil
<b>Key relationships</b>	<b>Internal:</b> Priest in Charge, Church Wardens, Parish Treasurer, Retired Clergy, and Parish Council, volunteers <b>External:</b> Parish Parishioners, Queensland Police Service, Suppliers/ Contractors and Anglican Church SQ
<b>Who We Are</b>	

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, 19 Education and Care Services, a theological college, and a significant number of residential community and social service programs.

### ACSQ Purpose

## 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

St Luke's Toowoomba is a vibrant Parish located in the centre of Toowoomba's CBD. Our vision is to have an active congregation in the heart of our city, who are Christ-centred, joyful and inclusive, and compassionate and active in witness.

St Luke's Parish has a rich history that has grown and contributed to the life of the community of Toowoomba for many decades. We have a wonderful heritage and gifted, hardworking people who are sincere in their faith.

## Position Purpose

The Office Administrator provides the Priest-in-Charge with reliable, efficient and effective administrative support to assist in the coordination and running of the Parish and associated services. This role plays a key part in ensuring the smooth day-to-day operations of the Parish and supports the Parish leadership to fulfill the Vision and Mission of the Diocese and to uphold Diocesan values.

The role is responsible for embodying our core values by remaining faithful to our mission, harnessing your imagination and creativity to innovate solutions that embody our culture and traditions as followers of Christ, courageously addressing challenges, presenting yourself authentically in living and speaking about beliefs, and ensuring a comprehensive approach to all your responsibilities.

## Key Outcome Areas

### 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.

### Outcome Area: Accountabilities

#### Objectives

- Work in accordance with the values and ethos of the Anglican Church and the Code of Conduct, supporting the operations of the Church in a manner consistent with the Mission and Vision of ACSQ
- Maintain confidentiality and discretion
- Comply with ACSQ policies and procedures
- At all times, provide a welcoming, attentive presence to visitors to the office, and via phone and email communication
- Contribute to the achievement of Parish's organisational objectives
- Undertake work in a safe manner and follow all reasonable health and safety instructions.

### Outcome Area: Responsibilities

#### Objectives

- Provide general reception and administration duties for the Parish Priest-in-Charge
- Manage communications from, to and through the Parish office as directed
- Maintain parish records

- Reporting of parish data and other information to the Anglican Church Southern Qld and other entities as required
- Handle incoming and outgoing communication, both written and verbal, and manage the office diary and calendar.

Please refer to [attached duties list](#) for more details.

## Skills and Experience

### *Essential*

- Well-developed communication, interpersonal and writing skills with the ability to communicate effectively and professionally with parishioners, visitors and other stakeholders
- Ability to work autonomously where required
- Attention to detail
- Strong organisational skills and the ability to apply initiative, discretion and judgement where appropriate and the ability to prioritise effectively
- Ability to produce simple to moderately complex documents e.g. mail merge
- Intermediate to advanced skills with Microsoft Office 365 (including Word, Excel, Teams, SharePoint)
- Experience with database and records management (or ability to learn these skills)
- Experience working collaboratively in a team and contributing to shared objectives

### *Desirable*

- Experience working or volunteering in a Church setting
- Understanding of Parish structure and operations
- Previous administrative experience in a Parish or not-for-profit sector (advantageous)
- Graphic design skills

## Qualifications and Licenses

### *Mandatory*

- Satisfactory National Police Check
- Right to Work in Australia check
- Working with Children Blue Card
- Successful Anglican Church Safe Ministry Check
- Alignment with the ACSQ vision, mission and values, and the ethos of St Luke's Toowoomba Parish.

## Core Principles

### 1. Safety and Environment

- The health, safety and wellbeing of our employees, customers, contractors, visitors and the public is our highest priority and safety is integrated into all that we do.
- We are environmentally conscious and responsible and committed to caring for and protecting our natural environment.
- In your role you will be required to demonstrate safety and environmental compliance and/or leadership behaviours, maintain compliance with approved Safety and Environmental policy and procedures, identify and report at risk Safety and Environmental issues and ensure any injuries are managed in accordance with our policies and procedures.

### 2. Performance

- Achieve individual objectives and contribute to the achievement of the team and organisational objectives in a manner that is consistent with the mission, vision and values of ACSQ.
- Perform such other functions and duties as may be determined by the Leader or as directed and in line with the requirements of the position.
- Comply with ACSQ policies and procedures.
- Undertake necessary training requirements as mandated by ACSQ
- Work in accordance with the values and ethos of the Anglican Church and the Code of Conduct, supporting the operations of the Church.

This role may be performed in a job-share capacity.

Approved

Signed \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Acknowledgement

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

Signed \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

## Duties list - including but not limited to

### *Office/ general*

- Provide general reception and administration assistance to the Priest-in-Charge and the Parish Office
- Manage mail, correspondence and phone calls on behalf the Parish
- Manage all incoming and outgoing communication, written and verbal
- Foster and maintain effective open communication with the Priest-in-Charge and Parish officials
- Preparation of materials for all special services including Christmas and Easter service (to be undertaken at least four weeks prior to relevant service)
- Administrative requirements, including booklets (preparation, drafting, printing, distribution) etc, for Wedding, Baptism and Funeral services, and weekly Church services
- Printing as required for three (3) Parish centres
- Manage and update of social media and websites as required
- Manage the Parish diary and calendar
- Manage diary appointments including RSVPing to invitations and arranging meeting – internal and external
- Recruit and support volunteers to assist with Reception, and/ or other areas of the Parish, and assist in administrative tasks (on a needs basis)
- Assist with coordinating Sunday services and service volunteers
- Preparation of the relevant rosters and roster reminders
- Coordinate leadership meetings including preparation of agendas, papers and minutes
- Maintain parish records including the member database and other parish registers (i.e. safe ministry, attendance, funerals, baptisms, marriages, keys etc)
- Report parish data and other information to the Anglican Church Southern Qld and other entities as required
- Ensure stationery and equipment supplies are maintained at an adequate level
- Purchase consumables and other supplies for church services, events and parish activities in line with Parish expectations and procedures
- Assist in organising Parish events and activities, including coordinating volunteers
- Ensure there is a welcoming environment in the Parish office
- Assist visitors to the Parish office, answer enquiries, provide informed information
- Screen phone calls
- Provide accurate and comprehensive handover notes to any job share co-workers
- If applicable, provide guidance/ assistance/ supervision to other staff members
- Other duties as directed by the Priest-in-Charge or nominated supervisor from time to time

### *Finance*

- Administer the parish finances including bookkeeping, raising invoices via Xero
- Liaise with wardens for approval of payments as appropriate
- Assist in the submission of reimbursement forms
- Apply purchasing and inventory control requirements
- Liaise with Parish Treasurer and auditor in the management of Parish finances.
- Manage Parish Office petty cash in accordance with Parish Policy and Procedures

### *Building & Safe Ministry*

- Comply with ACSQ and St Luke's Toowoomba's policies, procedures and Code of Conduct.
- Oversee and maintain Professional Standards for staff and volunteers, inclusive of blue card register. This includes sending out reminders to all card holders and maintenance of all necessary correspondence in folders and documentation files as required to ensure legal and canonical compliance
- Implement the Parish Safety Management System including safety procedures for contractors, volunteers and fire safety
- Assist with coordinating regular and ad-hoc building and property maintenance, and liaise with maintenance teams to oversee repairs and ongoing maintenance
- Undertake work in a safe manner, and follow any reasonable health and safety instructions
- Manage venue hires and other facility bookings.

### *Ministry team*

- An understanding of and compliance with, all ACSQ and St Luke's Toowoomba's policies, procedures and Code of Conduct
- Assist with the preparation of items (e.g., orders of service, slides, readings, promotional slides) for Sunday services (and as required)
- Provide general administrative support to senior pastors
- Assist with coordinating funerals, weddings, baptisms and other special services and events as directed by the Priest – In- Charge.
- Attend, take minutes and participate in meetings

### *Communications*

- Maintain confidentiality
  - Prepare and publish communications including newsletters, reports, booklets, printed materials, website content and social media posts
  - Update upcoming events on calendar
  - Updating of website and Facebook as required (including the posting of new events and other information)
  - Maintain the Church foyer and reception with adequate supplies of brochures/leaflets and ensure it is kept tidy and is a welcoming environment.
-