



## ABOUT US

We are a small church seeking to live for Jesus and bring people to him in the suburbs around Atwell.

We meet in the Atwell Community Centre on Lombe Gardens in Atwell, but our small groups exist throughout the nearby suburbs.

## ABOUT THE ROLE

We have not previously had anyone in a formal admin role, so this position will involve taking on responsibilities previously managed by various ministry leaders and volunteers.

This role is made possible only by the current jobmaker grants. So eligibility under the jobmaker grant will be essential.

## HOW TO APPLY

Email [hello@southern.org.au](mailto:hello@southern.org.au) with the subject 'Application' and include:

- A one-page letter that briefly addresses the selection criteria and responsibilities.
- Résumé
- Name and contact details for two referees including your current church pastor.

Applications will be acknowledged.

If you do not receive an acknowledgement within 48 hours, then please resubmit and phone us.

There is no application closing date, but Southern seeks to make an appointment by early 2021.

Southern reserves the right not to make an appointment.

## ROLE: ADMINISTRATOR

- 20 hours/week (Part time)
- Approximately \$21.5K/year
- Up to 95% of salary available as tax exempt.
- Contract length: 12 months

## ESSENTIAL RESPONSIBILITIES

- Assist ministry leaders with scheduling of volunteers.
- Assist ministry leaders with logistics and registrations for events.
- Maintain SafeMinistry database and keep volunteers up to date.
- Assist the treasurer with processing of payments in Xero.
- Research relevant compliance requirements and assist with implementation.
- Secretarial work in meetings.
- Assist with video production and online services if/when needed.
- Work with the rest of the leadership team and report to the lead pastor.

## NEGOTIABLE RESPONSIBILITIES

- Editing of documents and graphic design work.
- Website maintenance.
- Setting up document management systems and training others.
- Occasional preaching, leading of small groups, and other ministry work.

*These, and many other possible responsibilities, would only be taken on by agreement and would depend on the candidate and availability.*

## ESSENTIAL SELECTION CRITERIA

- Ability to read and understand government or local council documentation.
- Email, telephone, and face-to-face communication skills.
- Experience with software systems like Elvanto, Xero, video editing, etc (or ability to learn).
- Be able to clearly articulate the gospel.
- Be a Christian and able to join Southern as a member (details given on application) to take on secretary role.
- Jobmaker eligibility.

## DESIRABLE SELECTION CRITERIA

- Theological education equivalent to DipTh or higher.
- Experience in video editing or graphic design.
- Experience in administration.