



## Position Description

# Business Administration Coordinator

<b>Reporting to:</b>	Minister, Chair & St David's Church Council
<b>Congregation:</b>	St David's Uniting Church, Albury
<b>Location:</b>	593 Olive St, Albury NSW 2640
<b>Tenure:</b>	Part time Continuing (3 month review/probation)
<b>Hours per week:</b>	0.4 FTE (15 hours per week) (flexible hours negotiable)
<b>Date:</b>	July 2024

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Employee

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Signature

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Date

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Manager

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Signature

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Date

# St David's Uniting Church, Albury

St David's Uniting Church is a vibrant, growing, diverse and inclusive congregation that seeks to follow Christ, empowered by Holy Spirit. We welcome all people as an inclusive church regardless of housing status, sexuality, gender, lifestyle, education, race, culture, or class. These values are important to our church community, and to all those who use St David's facilities. It is expected that, as a key public face of St David's Uniting Church, the Business Administration Coordinator would model these values in their conduct of the role.

## Role purpose

The purpose of the Business Administration Coordinator role is to be the key point of contact and coordinator for St David's Uniting Church administrative tasks. This includes to be the weekday point of interface between St David's and the broader community, to organise the use and care of St David's Uniting precinct, to coordinate financial activities, to manage communications, and to use and maintain church administrative and financial records through the appropriate software programs. The person in this role will communicate and work with the Minister, Church Council, Presbytery and Synod.

## Key selection criteria

### Qualifications and experience

This position requires the following knowledge and experience:

- Previous experience in a community and client facing administrative role.
- Demonstrated experience coordinating finances such as accounts payables, receivables, reconciliations, petty cash, reporting, and an understanding of financial compliance.
- High level of competence and confidence in maintaining computer-based records and data, with experience in financial software such as MYOB and office software such as Microsoft Office and Canva.
- Demonstrated ability to handle queries from the church community, partners and external stakeholders, triaging where appropriate, and seeking guidance and advice when needed.

### Skills and abilities

The successful applicant will have the following skills and abilities:

1. **Planning and Knowledge:** Sets clearly define objectives and priorities and operates accordingly.
2. **Problem Solving:** Identifies and proposes workable solutions to problems.
3. **Collaboration:** Knows when to notify others, seek advice, refer issues onwards or work with others to achieve shared goals together.
4. **Compliance:** Follows or creates and implements policies, in consultation with the congregation, Presbytery and Synod as required, to ensure systems operate safely and effectively according to Uniting Church Standards.
5. **Ability to work autonomously and also within a team**

### Personal competencies and qualities

The successful applicant will also have these personal competencies and qualities:

6. **Ethos:** Capacity and willingness to work within the workplace ethos and values of the Uniting Church.

7. **Communication skills:** excellent verbal and written communication skills; excellent interpersonal skills, and ability to effectively interact with a diverse range of individuals, groups and committees.
8. **Confidentiality:** Capacity to discern and maintain strict confidentiality
9. **Awareness of culture and diversity:** awareness of issues related to inclusion and fairness; understanding of diversity in culture (importance of Culturally and Linguistically Diverse – CALD – communities), ability, age, gender and sexuality (issues related to Lesbian Gay Bisexual Transgender Intersex – LGBTI – communities); capacity to embrace the values and benefits of diverse communities, including in faith-based gatherings and workplaces.

## Other requirements

Applicants are required to hold or obtain a Working with Children’s Check, and their employment will be subject to satisfactory completion of a National Criminal History Check.

Applicants must be willing to work under the mission and vision of St David’s Uniting Church (see below).

## Key accountabilities and activities

Key accountabilities	Key activities
<b>Business Administration Coordination</b>	<p>Manage reception (visitors, phone, email, filing).</p> <p>Maintain a detailed register of keys, including key numbers, deposits, and returns.</p> <p>Oversee day-to-day finances including petty cash, online banking, offerings, bills, contractors, creating invoices, monthly account records, and similar activities.</p> <p>Liaise with accountant, Synod finance officers and auditors.</p> <p>Assist the minister with communications, including maintenance of a newsletter, social media, and website.</p> <p>Maintain effective safeguarding, including updating the Synod register of Working With Children cards and general compliance.</p> <p>Maintain Parish records (minutes, annual reports, historic documents, financial statements).</p> <p>Maintain members’ roll including up-to-date contact details and publishing directory, adhering to privacy policy.</p>
<b>Property Administration</b>	<p>Liaise with property committee and tradespeople for effective maintenance of church property and facilities.</p> <p>Liaise and take direction from the Property and Finance group and Synod Property Officers, including notifying relevant parties of any maintenance required.</p>

	Manage the hiring and use of the church facilities in line with the church values and guidelines, including promotion.
<b>General support for the Minister and congregation</b>	Take direction from the Minister with regards to general tasks necessary to the effective functioning of St David's Uniting Church, including assisting the Minister with administration, organising and other tasks from time to time as required. This may include but is not limited to creating powerpoint slides, compiling and photocopying the Annual Report, and general assistance to the Minister.
<b>Meetings</b>	Assist in the coordination of St David's Uniting Church meetings, such as scheduling, sending out agendas and papers, and taking minutes.
<b>Communicate effectively</b>	<p>Confidently convey ideas and information in a clear and interesting way, understanding the target audience and objectives of any communication.</p> <p>Use feedback to refine communication, and handle difficult and sensitive communications.</p> <p>Write briefs, emails and reports, using clear, concise and grammatically correct language. Edit written communications to ensure they contain the information necessary to achieve their purpose.</p> <p>Use multiple communication channels to tailor communication to relevant audiences.</p>
<b>Demonstrate teamwork</b>	<p>Openly share insights with others. Maintain effective and respectful relationships.</p> <p>Remain open and flexible to new ideas and the sharing of resources, to ensure the wisest use of the Church's resources.</p> <p>Resolve any conflict that may arise through effective reconciliation methods.</p>
<b>Manage self</b>	<p>Prepare own work plan annually with agreed measurable outcomes.</p> <p>Demonstrate a commitment to developing self, learning new skills and gaining new insights into own effectiveness.</p> <p>Actively participate in the annual performance reviews.</p> <p>Maintain currency of knowledge and skills in IT computer programs required to carry out the tasks of the role.</p>

## St David's Vision

St David's vision is that we are a community who are Growing in Christ and Reaching Out in Love and Faith. We do this by:

### Gathering for Worship

Our worship is inclusive, creative, vibrant, progressive, thought-provoking, and beautiful. The worshipping congregation is at the centre of who we are, and the first point of entry to welcome people into our community.

### Gathering in Fellowship

We have a range of fellowship groups where everyone has an opportunity to belong and contribute. Some groups have a function around fellowship, others are fellowship around function. We enable people to connect to others in the congregation.

### Caring for One Another

Many who belong to our community cannot gather for worship, and we care for them and ensure they belong to our community also. We uphold one another with prayer. We celebrate the joys and grieve the losses together. We have systems of pastoral care.

### Serving the Wider Community

Following Jesus' example, we honour the command to love our neighbour. We acknowledge that we are stewards of this site and people come seeking support. We use our resources and partnerships to provide material support for our neighbours so all may experience life abundantly.

### Growing Spiritually

We put Christ at our centre so all of our members can grow in faith. We offer bible study groups and other theological educational opportunities so all can have a deep and thriving faith.

### Telling Our Story

Joyfully, we tell each other and the wider community the story of God and of St David's as a vibrant community of witnesses to the Risen Christ. We honour our heritage of public witness on this site and the long connections we have in Albury and beyond.