



South Sydney Uniting Church
56a Raglan St
Waterloo NSW 2017

POSITION TITLE:

Administration Assistant, South Sydney Uniting Church

LOCATION:

56a Raglan Street, Waterloo, 2017

POSITION PURPOSE:

The Administration Assistant at South Sydney Uniting Church provides administrative support to the ministry of South Sydney Uniting Church and assists the Church Council and Minister to meet the church's legal and financial responsibilities.

RELATIONSHIPS:

Reports to: Chairperson of the Church Council

Position(s) reporting to this role: None

EMPLOYER PROFILE:

South Sydney Uniting Church is a Uniting Church with a strong social and ecological justice orientation and commitment to the local community of Waterloo and Redfern.

SPECIFIC ACCOUNTABILITIES AND RESPONSIBILITIES:

1. Office:

- Check phone messages, answer phone, respond to general enquiries
- Collect and sort mail
- Manage the church office – electronic filing, paper filing, archiving, maintain office stationery supplies

2. Support for church council and working groups:

- Assist with preparation for meetings as required, including preparation and printing of papers
- Support for property working group, including sourcing quotes and making bookings for maintenance/repairs
- Other support as needed

3. Facilities bookings:

- Manage enquiries about bookings for use of the church facilities
- Maintain the church and hall google calendars
- Manage issue and return of keys

4. Financial tasks:

- Invoicing for South Sydney Herald
- Reconcile credit card payments

5. Other administration:

- Assist with rostering – e.g. roster reminders



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- Assist with annual reporting to government bodies
- Other administration as required

6. Read and understand the Basis of Union and have a preparedness to work within the polity and ethos of the Uniting Church in Australia as described in the Basis of Union.

CORE COMPETENCIES:

Role Specific:

- Effective oral and written communication skills
- Proficiency with computer software including word processing and spreadsheets as well as use of internet and email
- Basic accounting skills
- Self-starter who can use initiative to manage time and work activities effectively

Person Specific:

- Ability to recognise the importance of attention to detail and following through on commitments
- Reliable and organised
- Adaptability and flexibility, with a can-do attitude
- Pleasant and approachable
- Personal integrity and a willingness to work within the ethos of the Uniting Church

POSITION SPECIFIC KNOWLEDGE/QUALIFICATIONS/WORK EXPERIENCE:

Essential:

- Demonstrated experience and/or ability in office administration
- Demonstrated experience and/or ability in basic accounting
- Effective oral and written communication skills
- Proficiency with computer software

Desirable:

- Prior experience as a church administrator
- Familiarity with and understanding of the Uniting Church