



PERSONAL ASSISTANT/OPS MANAGER – SEEDS UNITING CHURCH POSITION & PERSON DESCRIPTION

Position: Personal Assistant/Ops Manager – Seeds Uniting Church

Tenure: 0.8 FTE

Term: TBA

Our Church

Seeds Uniting Church is a mature church with three campuses (Aberfoyle Park, Kurralta Park and an Online Campus) in the south of Adelaide. The church offers a variety of community programs through its congregation. The church has a strong community presence and is supported by a large number of committed people, including paid pastoral and administrative staff and a network of volunteers in leadership and support roles.

Reporting Relationships

The position is accountable to the Church Council through the Senior Pastor. The Personal Assistant/Ops Manager is mutually accountable as part of the Seeds staff team and will work closely the Senior Pastor, Pastors, the Business Manager, and the Communication and Complex Coordinator.

Principal Focus:

The role focuses on four key aspects of the Seeds operations:

1. Personal Assistant to the Senior Pastor.
2. Event Coordination
3. Communication and Information Flow
4. Operations

Key duties:

1. Personal Assistant/Administration
 - Ensure the Senior Pastor receives an appropriate level of personal administrative support.
 - a) Providing effective communication between the Senior Pastor's office and members of the church, other staff, public and other external organization.
 - b) Record, transcribe and distribute minutes of meetings.
 - c) Manage and maintain Senior Pastor's schedule, appointments and travel arrangements.
 - d) Receive and interact with incoming visitors.
 - e) Prepare and edit correspondence, communications, presentations and other documents – some of a complex and confidential nature.
 - f) File and retrieve documents and reference materials.

- g) Provide support during worship services as required.
2. Event Coordination: work with the Communication and Complex Coordinator to ensure that events sanctioned by the Senior Pastor are well coordinated and run smoothly (for instance Congregational Meetings, Volunteers Appreciation events, Presbytery meetings, GLS events etc)
 3. Communication and Information Flow
 - a) Maintain a high degree of confidentiality as required.
 - b) Develop and manage communication processes to ensure a consistent flow of information
 - c) Tracking and monitoring correspondence
 - d) Prepare and edit correspondence, communications, presentations and other documents – some of a complex and confidential nature.
 - e) Ensuring timely follow up on emerging issues
 - f) Information processing
 - g) Oversee the processes to ensure communication objectives in support of the church's mission are being met; projects are on schedule; print, display and online presence are aligned with branding guidelines.
 4. Operations:

Work with the Communication and Complex Coordinator to:

 - a) Manage the Front Office Staff.
 - b) Ensure that office supplies are stocked in a timely manner.
 - c) Ensure operational policies and procedures are current and documented.
 - d) Managing the rosters (ie Welcome Team, Sunday Office and Sunday Morning Tea, etc).

Any other duties that may arise from time to time which fall within the parameters of this role and the skills, competency and training of the incumbent as directed by the Senior Pastor.

Person Capabilities:

The Personal Assistant/Ops Manager will be a Christian who:

- Is committed to Jesus Christ, is open to the leading of the Holy Spirit, and whose life evidences the fruit of the Spirit (Galatians 5:22-23)
- Has a strong and genuine desire to see children and youth, young adults and families become disciples of Jesus Christ
- Has a developing personal devotional life
- Accepts wholeheartedly the vision, mission and values of Seeds Uniting Church

Personal abilities, gifts and skills:

The Personal Assistant/Ops Manager will be a person who exhibits the following abilities, gifts and skills:

- Has a proven capacity to work and communicate effectively at all levels and as part of a team.
- Can network within the church community and has highly developed communication skills.
- Has a demonstrated ability to fulfil a role requiring a high level of personal management and organization.
- Strong event management skills.

- Available to work flexible working hours on site at Seeds Church Offices.
- Willing to participate fully in the life of the Seeds Uniting Church community and attending and supporting Sunday services.
- Must have highly developed PC & software skills and the ability to manage databases and internet site updating.
- Efficient and effective time management and prioritization skills.

Special Conditions:

- Holds a current WWCC and a DHS General Probity Check clearance.
- Hold a current "Provide First Aid" certificate or willingness to obtain

Working Hours

The position is for 30 hours per week. Working weekends and some evenings will be required on occasion. Regular time off in lieu of extra ordinary hours worked is available.

Work Location

The Personal Assistant/Ops Manager is expected to work from an office at the administrative hub of the Church.