



Position: Office Manager

Full Time: 30 - 38 hours per week Monday - Friday.

Reports to: Team Leader

Direct reports: Volunteers in areas of responsibility

Key Networks: SCCC Team, CCC Team, Facility Manager, Customer Service Team, External Clients

VISION & VALUES

Southern Community Church of Christ is a Christ-centred church where:

- **People Matter:** we accept people as they are and help them to become who they are designed to be.
- **Community Matters:** we serve our community, meeting human needs and addressing injustice.
- **Spirituality Matters:** we communicate the Christian faith with clarity, creativity and compassion.
- **Life Matters:** we encourage people in their pursuit of a healthy, constructive lifestyle, offering resources for their spiritual, intellectual, physical and social development.

As a church, we are currently actively seeking how to best serve our community and communicate faith, including 'what church looks like' in a rapidly changing and covid impacted world. We are in partnership and share our facilities with the Cheltenham Community Centre (a 'Neighbourhood House'), an initiative of Southern Community Church of Christ over 35 years ago.

CORE RESPONSIBILITIES:

1. General Administration including but not limited to; record and database management, correspondence, newsletters, minute taking, preparing of reports, communication and promotion.
2. Administrative assistant to the Ministry Team.
3. Manage room bookings including with the Cheltenham Community Centre, room hire and external client agreements.
4. Work in collaboration with Cheltenham Community Centre to provide reception and customer service across both entities.
5. Assist the onboarding of volunteers, in particular administration and screening.
6. Organisational support for special events.
7. Bookkeeping including data entry up to bank reconciliation each month. Accounts Payable and Accounts Receivable. Banking.
8. Coordinate the implementation of the Redbook Risk Management system.

GENERAL RESPONSIBILITIES

1. Attend SCCC staff team meetings
2. Assist with rostering and preparation of Sunday Services
3. Assist with reception / customer service as required
4. Participate in Reception / Customer Service meetings
5. Promotion

ESSENTIAL CRITERIA:

- Alignment with the vision and values of SCCC
- A friendly and welcoming disposition as you interact across staff, teams, the community, and are often the first contact for many people and groups.
- Team Player
- Self-motivated and able to organise tasks and priorities
- Customer service / reception skills
- Experience in administration and management in a similar organisation
- Computer literate and able to engage administration software
- Data base and administrative system management
- Familiar with accounting software e.g., MYOB, or a willingness to learn.
- Police Check / Working With Children Check
- Australian Resident

DESIRABLE CRITERIA:

- Experience in editing website, use of social media and development of newsletters and communication
- Current Driver's Licence

REMUNERATION:

Pay Rate and Terms and Conditions as per the Clerks Private Sector Award 2020 Level 5.
Superannuation as per the Superannuation Guarantee Legislation – Currently 10%.

3 month probation

Annual Performance Appraisal

START DATE: Position is available now.