

Bendigo Baptist Church (BBC)

Administration Assistant – Position Description

Mission & Vision:

Our **vision** at Bendigo Baptist Church is to be a: *‘A community of empowered believers reaching our city, state, nation and globe for Christ.’* (Matthew 28:19-20). We accomplish this God-given **mission** by *‘making biblical disciples in relational environments.’*

Staff:

The primary task of the staff of Bendigo Baptist Church is to equip God's people for service (Eph 4:11-13), thereby cultivating a community of empowered ministers, not a congregation of expectant observers.

We expect staff members to be Christians who place a high value on living out what it means to be and make disciples of Jesus Christ. They must be learning and listening leaders who will give a strong lead in modelling, training, coaching, strategizing, developing teams, taking risks, and advancing the ministry of the church. Ministry at BBC demands a strong commitment to team spirit, consensus building and loyalty.

BBC is a Child Safe organization. All staff members are expected to adhere to the BBC Child Safety & Wellbeing Policy and related procedures.

Essential Qualities:

The Administration Assistant will:-

1. Be a committed Christian who, upon appointment, will (if not already) become a member of Bendigo Baptist Church (BBC)
2. Be in full agreement and aligned theologically, relationally, philosophically, and structurally with BBC.
3. Able to fulfil the qualifications for leadership within the Church, as set out in 1 Timothy 3:1-13 and Titus 1:6-9
4. Show evidence of a strong call by God to the church and the position
5. Possess theological training and / or significant ministry experience related to this role.
6. Be able to work in harmony with and for the mutual benefit of those in all ministries of the Church.
7. Display the following personal qualities:
 - a. A committed disciple of Jesus Christ, living in dependence on his indwelling Spirit and desiring to be obedient to Him in all they do.
 - b. Committed to ongoing personal growth through prayer, worship, bible study and fellowship.
 - c. Ability to work well in a team environment and communicate effectively.
 - d. Self-motivated with the ability to work in unsupervised situations.
 - e. Is technologically savvy.

Position Purpose:

The general role and activities of the Administration Assistant will include the following:

1. Reception duties –
 - (i) directing telephone callers to appropriate staff.
 - (ii) issuing and receiving standard forms.
 - (iii) relaying internal information.
 - (iv) greeting visitors.
2. Database management and maintenance including, but not limited to Connection Cards and Child Safe compliance.
3. Calendar management.
4. Filing, collating and copying documents as needed by staff or visitors.
5. Handling or distributing mail and managing email of the office account.
6. Communications - assisting with the production and distribution of the monthly magazine; management of the foyer kiosk at the Junortoun Campus; producing graphics for advertising across multiple platforms.
7. Any other tasks as required.

Performance Management:

The Administration Assistant will report to the Administrator and will participate in an annual performance appraisal that is conducted by the Administrator. The employer and employee may also request these at any time. Performance will be measured against key result areas that are determined and developed annually from this position purpose.

Terms of Appointment:

The Administration Assistant will be responsible to the church through the Administrator.

The appointment to this position will:

1. Be a part-time position (7.6 hours per week) and will be reviewed on an annual basis. This may be extended upon a satisfactory annual review.
2. May be required to undertake a bi-annual Police Check.
3. Remuneration arrangements shall be paid according to the Clerks Private Sector Award (MA000002) Level 1 or 2, plus compulsory superannuation.
4. Annual Leave Staff are entitled to four weeks paid pro rata annual leave per annum as per the Clerks Private Sector Award. The entitlement is cumulative.

By signing this position description, I agree that I understand the roles and responsibilities of the position and the terms and conditions of the agreement.

Employee's signature: _____

Name of Employee: _____

Date: