



*We believe we are called by God to be an inclusive  
Christian community, committed to justice,  
learning, service and care.*



## **BLACKWOOD UNITING CHURCH**

*More than a Sunday Church...*

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Ph. 08 8278 7699

### **Job Title: Church Office and Community Program Coordinator**

The position involves two complementary roles: Church Office Coordinator and Community Program Coordinator.

The Blackwood Uniting Church Office is the administrative centre of the Church and its point of contact with the community. The Office is staffed by the Church Office Coordinator and volunteers Monday to Friday. The Coordinator is responsible for the overall operation of the Office and will provide administrative and clerical support for the Church with the assistance of the volunteers.

The Blackwood Uniting Church Community Program is an integral part of the Church's outreach ministry to the Blackwood community and beyond. It aims to provide friendship, support and care in an environment where people can learn new skills through the provision of a range of activities.

It is a large program of some 200 + participants. It runs 4 sessions per week on Wednesdays, Thursdays and Fridays during school term times. The program also has a Bike Workshop. The Program has a paid staff of over 16 teachers and 2 creche workers and volunteers. Approximately 7 volunteers assist in a number of different roles including office duties, furniture moving and pastoral care. The Community Program Coordinator is required to work effectively in a team environment and be sensitive to all issues involved with the church environment.

The Community Program Coordinator has responsibility for the overall operation of the Blackwood Uniting Church Community Program, reporting through to the Community Program Advisory Committee and working with the Minister.

### **Conditions of Employment**

Position	Church Office and Community Program Coordinator
Pay and Conditions	As per the current Clerks – Private Sector Award (MA000002) at the Level 3 part-time hourly pay rate of \$25 per hour (\$1,250 per 50 hour fortnight)
Location	Blackwood Uniting Church, 266 Main Rd, Blackwood
Tenure	Ongoing, after initial 6 months probation
Hours per week	50 hours per fortnight and should cover all operational hours of the Community Program as well as additional administration time. Details of daily start and finish times to be negotiated.
Leave	Four weeks pro-rata paid annual leave. Unpaid leave may also be possible during school holidays by negotiation.

## Tasks and Responsibilities

The position reports to the Blackwood Uniting Church Council through the Chairperson (or nominated officer). In the Office Coordinator role they will work with the Minister as their supervisor, who will provide general direction, and with volunteers. They will work in conjunction with the Community Program Advisory Committee, the Community Program Treasurer and volunteers to achieve the agreed aims of the Church's Community Program.

The Coordinator will be:

- an effective point of contact for Church members, those seeking to obtain information, those wishing to access Church resources or Church facilities and the community at large;
- an effective clerical and administration resource for the Ministers and the various Church Groups; and
- provide training, direction and encouragement to a team of volunteers assisting with the Office and Community Program duties.

Particular duties for which the Coordinator will have responsibility in the Church Office Coordinator role include the following:

- Supporting the Ministry team in matters of administration and provision of resources.
- Preparation of printed and electronic resources and distribution as required
- Handling of phone calls and correspondence and making appropriate arrangements or referrals.
- Managing requests for bookings of Church facilities and ensuring effective liaison between the interested parties, including weddings and funerals.
- Dealing with requests for food and referring on to other community agencies.
- Maintenance of Church and Office records, registers, rosters and directories, including Copyright and Safe Church certifications.
- In conjunction with the church's finance personnel, ensure accurate recording of all monies, including both cash and card payments, that are handled by the office. This includes responsibility for receipt and recording of enrolment and class fees and other funds raised or received.
- Arrange maintenance of office equipment and the purchase of stationery and other materials.
- Prepare, publish and distribute Church Newsletter weekly
- Update Website and Facebook pages as required in conjunction with the church's webmaster
- Coordinate & distribute reports for Congregation AGM (annually or as required) in consultation with the Chair of Congregation
- Liaise with Property Manager and Property Committee for property issues
- Working with the minister and others to prepare various grant funding applications.
- Plus any other duties as required

Particular duties for which the Coordinator will have responsibility in the Community Program Coordinator role include the following:

- Demonstrate the Church's care for participants in the Community Program and actively encourage others to do the same.
- Create and maintain class lists, student records and timetables, as well as promotional material for classes
- Preparation of Community Program Newsletters, notices, publicity, and correspondence. Coordinate advertising content for newsletter
- Recruit, provide support and guidance to teachers, creche staff and volunteers
- In conjunction with the Advisory Committee and the Church, review existing programs and explore, recommend, and develop new offerings for the Community Program in response to changing circumstances as the need/opportunity arises
- Ensure equipment and various rooms are setup according to class needs
- Photocopying and office assistance to program participants and church community as required
- Ensure tea and coffee are available to participants throughout the program and that the kitchen facilities are maintained in a clean, hygienic manner at all times
- Coordinate and oversee the preparation and presentation of Workshops, Displays, Fund Raising, Advertising and other Events as required. (This includes the annual Craft Fair and Exhibition in November.)
- Accept responsibility in the preparation for Community Program Advisory Committee meetings, minute taking and distribution of meeting documents.
- Plus any other duties as required

### **Personal Attributes, Desired and Required Knowledge**

- A person willing to work within and supportive of the ethos and values of the Blackwood Uniting Church, and the policies and procedures of the Uniting Church in Australia
- A warm, friendly and caring person with good communication skills who has the ability and flexibility to relate to and work with a wide range of people in a variety of settings.
- A person with an understanding and empathy for the wide range of programs offered by Blackwood Uniting Church
- A person with good organisational, leadership and management skills who can respond effectively to change and can drive change as needed
- A person with vision who is willing to accept a challenge
- A person able to act as a Team Leader
- Strong computer skills including familiarity with Microsoft Office suite and willing to learn additional skills.
- As an employee of the Uniting Church you will be required to:
  - Undertake Screening Checks with the Dept of Human Services:
    - Working with Children Check
    - General Probity check
    - Vulnerable People Check
  - COVID Marshall training