

Anglican Parish of Glenelg

Parish Administration Officer and Community Visitors Scheme Co-ordinator

BACKGROUND

The Anglican Parish of Glenelg is a Not For Profit Christian Church Organisation incorporating two churches: St Peter's, Glenelg and St Martin's, Glenelg South and has an affiliation with St Peter's Woodlands Grammar School. The parish office is located with the St. Peter's Church complex in Torrens Square, Augusta Street, Glenelg. The Parish is part of the Anglican Diocese of Adelaide and is subject to the constitution and code of conduct of the Anglican Diocese of Adelaide and the Anglican Church of Australia.

The parish is a community of some 400 households and parish life revolves around four weekly worship services; different parish groups; community gatherings and events, special time of life celebrations (baptisms, weddings, funerals) memorial garden interments, community outreach, aged care ministry, emergency food ministry and a community visitors scheme. Supporting this ministry is the need for effective management of parish buildings, parish communications and administration. Much communication and interactions occur through the parish office during the week. The parish has a small staff of one full time priest and two part time priests along with the administration officer, all of whom work with a large number of parish volunteers.

JOB DESCRIPTION

This is a permanent part-time position of 20 hours per week, Tuesday – Friday (9:30am-2:30pm), with a probationary period of 6 months and then renewed for twelve months at a time subject to funding.

The parish administration officer role is made up of a number of different facets, primarily involving the four areas outlined below.

Community Visitors Scheme Co-ordinator

The parish is funded until 30th June 2021 to administer a Community Visitors Scheme involving one-on-one visitation to lonely residents in Aged Care Facilities.

The Parish Administration Officer as CVS Co-ordinator:

- co-ordinates volunteers from within and beyond the parish in their volunteer roles.
- Provides orientation information for new volunteers.
- Liaises with aged care facilities.
- Helps promote the program.
- Is the parish contact person with our co-ordinating body – Lutheran Community Care.
- Handles periodic reporting and administration associated with this scheme

Parish Office Administration

The main roles with regard to Parish Office Administration are:

- Sharing Reception / front desk duties with office volunteers

- Managing office ordering and supplies
- Filtering and forwarding email and phone communications
- Receiving facilities hire enquiries
- Receiving payments
- Co-ordinating office volunteers
- Answering enquiries re: Memorial Garden
- Managing tourist enquiries and visitor enquiries
- Passing on Baptism, Wedding and funeral enquiries to clergy
- Greeting visiting contractors and inspectors
- Being a Community contact point

I.T. & Communications

The Administration officer will take an active role along with the clergy and parish volunteers in managing our communications and Information Technology. Different aspects include:

- Parish communications – such as pew sheet, newsletters, website, Facebook
- Digital advertising sign
- Maintaining Parish database
- Preparing quarterly Serving & Lay Assistant Roster

Memorial Garden

The Administration officer will manage and maintain records for the Parish Memorial Garden. Including the following roles:

- Receiving enquiries and processing sales of memorial garden places
- Providing Information
- Co-ordinating interment bookings with clergy
- Ordering memorial plaques and co-ordinating volunteers to affix

PERSON DESCRIPTION

It is highly desirable that the successful applicant will

- be an active member of the Anglican Church, or be empathetic to, and supportive of, the values of the Anglican Church.
- be someone with good communication and organizational skills, able to work with a range of people.
- be familiar with working in an environment where confidentiality is important.
- have experience in working with volunteers.
- Have a committed work ethic, being able to work in a team as well as able to work independently as required.
- Have good I.T. skills. Familiarity with Word, Publisher, Wordpress, Excel, Access and Powerpoint would be advantageous.

The successful applicant will be subject to background checks as required by the Diocesan Safe Ministry screening process for lay church workers, including a working with children check.

REMUNERATION & COMMENCEMENT

Clerks - Private Sector Award 2010 . Level 3 hourly rate \$23.97

The parish will pay compulsory LSL and superannuation payments.

The proposed commencement date for this role is Tuesday 28th January 2020 (orientation and handover meetings may be arranged prior to this date by negotiation).

APPLICATION PROCESS

Please apply in writing to The Parish Priest, P.O. Box 616, Glenelg, SA 5045 or glenang@bigpond.net.au by 5:00pm Wednesday 11th December 2019.

Your application should include:

- a cover letter briefly outlining previous experience and suitability for the role
- a Curriculum Vitae (no more than four pages)
- at least two references

Inquiries can be directed to the Parish Priest at the above email address or by phone The Rev'd Andrew Mintern 0481 796 638