

## **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 within 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 350 parishioners 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 of the parish communication and interpersonal interactions occur through the parish office during the week. The parish has a small staff of one full time priest, two part-time associate 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 30<sup>th</sup> June 2023 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 including accompanying them on their initial visit to the Residential Aged Care Facility.
- Liaises with aged care facilities, via the Lifestyle Co-ordinators
- Helps promote the program.
- Is the parish contact person with our co-ordinating body – Lutheran Community Care.
- Handles twice-yearly reporting and administration associated with this scheme
- Attending auspice and consortium meeting monthly (online)

## **Parish Office Administration**

The main roles with regard to Parish Office Administration are:

- Sharing Reception / front desk duties with office volunteers
- Maintain Parish Calendar/Diary
- Managing office ordering and supplies
- Filtering and forwarding email and phone communications
- Safe Ministry co-ordinator role – monthly report to the diocese
- Receiving facilities hire enquiries
- Receiving payments and book-keeping duties
- Co-ordinating office volunteers
- Answering enquiries re: Memorial Garden
- Managing tourist enquiries and visitor enquiries
- Passing on Baptism, Wedding and funeral enquiries to clergy
- Sign-in procedures for contractors and inspectors
- Assistance with Emergency Food Ministry
- Being a community contact point
- Any other duties as requested from time to time.

## **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
- Maintaining Parish database
- Preparing bi-monthly Parish Roster

## **Memorial Garden**

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

- Receiving enquiries and providing information about the garden
- processing sales of memorial garden places
- Co-ordinating interment bookings with clergy
- Ordering memorial plaques and co-ordinating volunteers to affix the plaques

## **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, Powerpoint and Xero 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 2020. Level 3 hourly rate \$26.15

The parish will pay compulsory LSL and superannuation payments.

The proposed commencement date for this role is as soon as practicable by negotiation.

## **APPLICATION PROCESS**

Please apply in writing to The Parish Priest, P.O. Box 616, Glenelg, SA 5045 or [andrew.mintern@glenelganglican.org.au](mailto:andrew.mintern@glenelganglican.org.au) by 5:00pm Monday 27<sup>th</sup> March 2023.

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