

Business Unit	<i>Anglican Parish of Kenmore Brookfield</i>
Location Details	<i>Church of the Holy Spirit, Kenmore</i>
Employment Status	<i>On-going Part-time (24 hours per week)</i>
Reports To	<i>Parish Rector</i>
Direct Reports	<i>Nil</i>
Key Relationships	Internal: Clergy, Parish Leadership Group, parish community
	External: Kenmore-Brookfield community

Who We Are

The Anglican Church Southern Queensland (ACSQ) is one of 23 Dioceses that form the Anglican Church of Australia. ACSQ works to care for and improve the life of the community through our network of parishes, schools, education and care services, community services, ministry education, and social justice and advocacy. We operate 133 parishes, 14 schools, a theological college and a significant number of residential community and social service programs.

Our Vision

Flourishing faith communities: proclaiming and serving, worshipping and learning

Our Mission

The Mission of the Church is the Mission of Christ – to proclaim the good news of the kingdom of God.

- To teach, baptise and nurture new believers;
- To respond to human need by loving service;
- To seek to transform unjust structures of society, to challenge violence of every kind and pursue peace and reconciliation;
- To strive to safeguard the integrity of creation and sustain and renew the life of the earth;
- To worship and celebrate the grace of God;
- And to live as one holy Catholic and apostolic Church.

Our Values

We aim to be:

- ***Faithful*** – steadfast in love for God and each other and steadfast in purpose to undertake God's mission
- ***Imaginative and creative*** – being intentional about reforming culture and traditions for God's world
- ***Courageous*** – to risk new things and where necessary to make bold decisions
- ***Authentic*** – being genuine and confident in living and speaking about what we believe as followers of Christ
- ***Comprehensive*** – being welcoming and respectful of a broad range of ideas, people, and approaches, and open to dialogue and learning

Ministry Support Officer

This new position has been created to support the evolving ministry work of the parish as we endeavour to explore ways of being an effective and engaging Christian community in the 21st century.

The Anglican Parish of Kenmore Brookfield is blessed with two church sites in the leafy western suburbs, and wonderful members of all ages and stages of life. It is a healthy, active faith community with an intergenerational approach to community life. The parish is involved with the wider community through Aged Care, local chaplaincy and other groups.

The Ministry Support Officer is responsible to the Rector. The key role is to manage the parish office, supporting the clergy and lay people in the operation of the faith community, as well as be the critical interface within the parish and connecting to the wider community.

The Ministry Support Officer will be someone who is highly efficient, has great people skills, is empathetic and can be relied on to maintain the strictest confidence where necessary - and enjoys variety in their work.

The Ministry Support Officer will share the values and ethos of the Anglican Church, working within the Code of Conduct and supporting the operations of the Church.

Key Accountabilities

Communication

- ▷ As the parish connection point, create a welcoming and helpful environment for all encounters.
- ▷ Create and manage effective processes of communication with stakeholders (parishioners, Diocese, community).
- ▷ Maintain in a timely and creative way, the parish website and social media.
- ▷ Write and manage parish communications in conjunction with the Parish Team, including regular newsletters and correspondence.
- ▷ Report from website analytics, social media and other communications to identify KPIs and trends.

Administration

- ▷ Coordinate the administrative hub of the parish, including Diocesan requirements (compliance etc) and parish ministries.
- ▷ Liaise with content contributors and produce the Anglican orders of service, both electronic and paper.
- ▷ Manage and produce reports from the parish data management system (Elvanto/Tithley).

Team Member

- ▷ Work with clergy and lay people to be creative with ideas for maximising engagement with members of the parish and the wider community.
- ▷ Be responsible for the production of ministry rosters.

You are expected to carry out these duties in compliance with the policies and procedures prescribed by the Canons of the Anglican Diocese of Brisbane and the decisions of the Parish Council.

You are expected to follow all lawful directions of the Rector in an efficient and timely manner.

Key Skills and Experience

Required

- ▷ The candidate should demonstrate significant professional experience in the key accountabilities of the role.
- ▷ Excellent organisational ability with capacity to manage the cycle of weekly administrative tasks and work to deadlines. Ability to manage the flexible and varied work of a parish.
- ▷ A self-starter, with demonstrable initiative, and able to work unsupervised.
- ▷ Proficient user of Microsoft Office applications including Excel, Outlook and Word.
- ▷ Experience in the updating of content on websites using Wix, Wordpress or similar.
- ▷ Experienced user of email marketing software such as Mailchimp.
- ▷ Experience updating social media such as Facebook, Twitter, Instagram including social media management tools.
- ▷ Highly developed people skills and the ability to maintain the strictest confidence where necessary.

Desirable

- ▷ Experience using analytical software (such as Google Analytics).
- ▷ Advanced Sharepoint user with demonstrated knowledge of records management.

Role-Specific Requirements

- ▷ Proven experience in office management will be required, and knowledge of the systems as specified above.
- ▷ A commitment to the work of the Christian Church is vital, and knowledge of the Anglican Church would be advantageous.
- ▷ The Diocesan requirements of a Blue Card and Police Check.
- ▷

Lodging applications: Please email to: rector@kenbrookang.org.au

Closing Date: 5pm 22 March 2021

Enquiries: Any inquiries about the position should be directed to the Rector, Rev'd Jan Crombie, 0439 222 112

PD Signed by Recruiting Manager

Name: _____

Signature: _____ Date: _____

Authorised by Delegate

Name: _____

Signature: _____ Date: _____

Disclaimer

You are expected to undertake your own work practices in a safe manner and comply with the instructions given for workplace health and safety within the relevant Policies and Procedures.

This role description is designed to cover only the most important and prevalent job functions. However, your responsibilities also extend to any tasks outlined on a duties list, or any other tasks delegated to you by your manager or supervisor, provided that those new job requirements are safe, efficient, relevant, legal, and within your abilities.

Other Information

ACSQ is an equal opportunity employer, and is committed to providing a safe and healthy work environment free from discrimination, harassment or bullying.

Successful applicants are expected to acknowledge and comply with the ACSQ Code of Conduct.