**POSITION DESCRIPTION**

**Embracing Ministries: Administrative Assistant**

*A Welfare Ministry of the Anglican Diocese*

*of Canberra and Goulburn*

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| **Normal work location:** | Canberra, unless requested by Director to assist with camps, retreats and other Embracing Ministries activities outside Canberra |
| **Normal hours of work:** | Part Time Monday to Friday  3 hours per day (flexible)  There may be some weekend work  Excess hours can be taken as time ‘in lieu’ as negotiated with the Director |
| **Position objective:** | Provide administrative support to the Director of Embracing Ministries and to its mission of providing services to those with disability in the community, and their families and carers.  The position involves ‘front of house’ contact with clients and a ‘second face’ to its work.  Care, inclusion, compassion, respect, patience and understanding are key Embracing Ministry values which need to be modelled in the position.  The position will enable the Director to better deliver front line services, pastoral support and spiritual care and chaplaincy services in accordance with the mission of Embracing Ministries |
| **Position Responsibilities:** | * Uphold the mission and aims of Embracing Ministries as set out in the *Embracing Ministries Ordinance* *(August 2022)* * Uphold the values of Embracing Ministries and ensure they are embedded in its administrative procedures and operations in dealing with vulnerable clients, their families and carers * Support the Director and perform tasks allocated by the Director * Be the point of contact and interaction with new clients and offer support and information in a professional and welcoming manner |
|  | * Be proactive in addressing administrative bottlenecks * Be the contact point for stakeholders, including donors, partners, service providers, parishes and others * Assist with compliance of Statutory requirements including working with vulnerable people, meeting OH&S requirements ,Safe Ministry protocols and liaise with the Diocese to ensure they are updated * Build positive relationships with other Diocesan agencies and ministries, and ensure the work and reputation of Embracing Ministries is advanced |
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| **Duties:** | * Provide administrative support to ensure the efficient and effective operation of Embracing Ministries * Be the contact point for email communication * Help in social media communication including updating the Embracing Ministries website * Prepare, edit and send email and other communications on behalf of Embracing Ministries * Meet at least weekly, with the Director to determine priorities * Undertake booking of venues for holiday programs, training days,” thank you”/appreciation events and other functions, including accepting bookings, organising catering * Maintain the administrative client and volunteer record systems * Assist the Director in maintaining her diary and organising meetings as required * Undertake other duties as required by the Director * Assist with the delivery of the refugee program |
| **Key skills:** | * High level of computer literacy * Knowledge of and/or capacity to learn website upgrades * Excellent organisational, administrative and interpersonal skills * Open to innovation |
| **Key knowledge areas:** | * Understanding of and commitment to supporting the values of Embracing Ministries and the core values of Christian faith * Demonstrated understanding of the needs of children and youth with a disability, their families and carers * Understanding of the safety requirements in assisting children and youth with a disability |
| **Key experience:** | * Previous experience working in any of the following areas—Primary Education/ Special Needs Education or Support/ Youth work/ Ministry or Chaplaincy * Demonstrated experience working with volunteers * Demonstrated experience working with children and youth with a disability |
| **Qualifications** | * Qualification in Primary Education/ Special Needs Education/ Youth work/ Ministry or Chaplaincy is desirable * Working with Vulnerable People Card * Valid Drivers License * Meets Diocesan Safe Ministry requirements including AFP check |
| **Reports to:** | * Director—Embracing Ministries |
| **Remuneration:** | * Casual or part time as negotiated |