

**HOPE PRESBYTERIAN CHURCH
POSITION DESCRIPTION**

<i>Position</i>	<i>Office Administrator</i>
<i>Responsible to</i>	<i>Executive Pastor</i>
<i>Functional Relationships</i>	<i>Core Leadership Team (CLT), YSWC staff, HP Administration Team, Board of the Community Trust and Youth Trust, Communications Coordinator, Administration Team Leader, all staff and volunteers, visitors, guests, key stakeholders.</i>
<i>Direct Reports</i>	<i>Cleaner and Gardener</i>
<i>Hours</i>	<i>32.5 hours per week</i>
<i>Date</i>	<i>July 2022</i>

Definitions

HP – Hope Presbyterian and all associated and related trusts, activities, and congregations.

CLT – Core Leadership Team, led by the Lead Pastor and appointed by the Elders. They have full responsibility to lead the implementation of the Church’s vision.

Strategic Plan – refers to the document that sets out the vision and overall 5-year plan for HP, as revised and published from time to time by the Elders.

Support Services – refers to all those operational, administrative, clerical, financial, and secretarial functions that are required in order for HP to function effectively.

Position Vision/purpose

To create an inviting and gracious atmosphere for visitors to the office and to assist with administrative roles that assist HP operate effectively, efficiently and creatively.

Person Specification: General for HP ministry positions

This position is a call to ministry and the person appointed will be part of the HP support team. The person fulfilling this role will:

- Demonstrate a commitment to the vision and mission of HP.
- Live life sustained by a vital Christian faith.
- Be of good character, in good standing within the community and church fellowship
- Demonstrate relational maturity and have sound judgment
- Be able to work positively in a church which is theologically evangelical, has been influenced by charismatic renewal and has a heart for mission.

- Have strong interpersonal, communication and organisational skills.
- Possess the necessary administrative skills to perform his or her duties, required of the role.
- Be able to lead, motivate, and supervise staff and volunteers; and
- Be committed to team ministry.

Person Specification: *Specific to this role*

- A person with a vibrant and growing relationship with Jesus Christ
 - A person who is supportive and enthusiastic, with the ability to articulate the vision and values of HP
 - A person who is warm and positive, energetic, marked by integrity, has leadership skills, is teachable, creative, cooperative
 - Has developed people skills, a sense of humour, is self-disciplined, sees the big-picture of HP and is friendly to church staff, adults, youth, guests and the larger, local and global community
 - Very strong computer skills, including all Microsoft applications—Word, Excel, Outlook
 - Calling and passion for supporting ministry through administrative support.
 - Spiritual gifting in administration.
 - Able to work well under pressure and to deadlines.
 - The ability to work well in a team with effective communication and organisational skills with the ability to be flexible and adaptable.
 - High level of initiative with the ability to see the things that need action and / or attention and implement.
-

Specific Duties and Responsibilities

1. Receptionist Duties:

Provide a welcoming environment for guests and those wishing to make contact with HP, its programmes, team members or activities, via email, phone, social media or in person. Act as the link between ministries and those contacting Hope Presbyterian.

2. Purchasing and Ordering:

Support ministries and ministry teams through up-to-date supplies and resources available when required.

3. Administrative Support:

Provide efficient and effective administrative support to the ministries of HP as required. This includes the maintenance of various databases as required.

4. Facilities Management

- Provide leadership and direction to the cleaner and gardener
- Act as the point of contact for routine R&M issues and arrange resolution with volunteers and tradesmen as required.
- Ensure the well planned and organized use of HP facilities that assist ministry teams in the delivery of their ministries and groups who hire the facilities.

- Provide routine support for Hope Funerals: book facilities, arrange additional cleaning as required, advise all staff of funerals schedule.

5. Hope vehicle maintenance scheduling and supervision of vehicle maintenance volunteer

Manage the upkeep of the vehicle fleet, liaise with the garage as required and supervise and support the volunteer.

6. Effectively and actively contribute to HP's Administration Team

Provide reception and administrative input and expertise to ministry teams and members so they are released from administrative activities to be involved in developing core ministry areas, and that both they and the body of the church are well resourced and supported.

7. Maintain personal spiritual growth & welfare

Maintain vital spiritual disciplines and a fresh and growing spiritual maturity

8. Other duties:

Any other administrative support tasks as required.

Work Pattern:

The working hours for this role will be:

- Monday to Friday: 9am to 4pm including 30minutes lunch break (unpaid)