# Lutheran Church of Australia
# Position Description

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| **Position title:** | **New and Renewing Churches Administration Officer** |
| **Line Manager:** | **Executive Officer – Local Mission** |
| **LCA/District department:** | **Local Mission Executive Office/New and Renewing Churches department** |
| **Classification:** | **Clerical (Clerk Private Sector award level 4)** |
| **FTE:** | **0.5 FTE** |
| **Employment period:** | **May 2019 to 31 December 2021** |
| **Location:** | **LCA National Office, 197 Archer Street, North Adelaide** |

**Objective of position**

This position

- Supports the efficient administration of the New and Renewing Churches department;
- Provides high level management of conferences, training and other departmental events;
- Ensures high standards of communication to the members of the Lutheran Church of Australia and other ministry partners.
- Facilitates activities related to fundraising, prayer support, and resource development and distribution; and
- Develops and manages the department's digital presence (website, social media)

**Primary responsibilities**

This position

- Responds to departmental correspondence and enquiries, including the preparation and distribution of electronic communication
- Is responsible for event management related to department conferences, seminars and other events.
- Liaises with relevant internal and external partners to oversee resource development, promotion and distribution.
- Manages record-keeping and maintenance of databases
- Manages and circulates training resources
- Organises the publishing of departmental resources in various media formats, in consultation with LCA Communications
- Manages the social media and web presence of the department

- Supports accounts processing, including preparation and submission of credit card reconciliations for departmental staff to the LCA Finance and Administration Department

**Duties of Position**

This position:

- Ensures all documentation is available on the LCA filing system
- Organises travel and accommodation for New and Renewing Churches staff, and others as agreed
- Helps to prepare for meetings and training events, including liaison with participants, registration of attendees and organisation of catering, venues and other logistical requirements
- Updates and maintains databases
- Provides reports for management as required
- Provides relief assistance for other administrative officers as required
- Assists with maintaining web and social media presence
- Represents and promotes the department and the services and support that are offered
- Undertakes other duties as determined by the EO-LM from time to time

**Required qualifications, skills and qualities**

- Ability to work cooperatively and creatively with a small team
- High level keyboard skills including the use of Microsoft Word, Excel and Outlook
- Demonstrated experience in office administration
- Excellent planning and organisational skills
- Excellent written and oral communication skills
- High level inter-personal qualities
- Ability to work unsupervised and demonstrate initiative as appropriate
- Ability to maintain confidentiality and exercise discretion

**Desired qualifications, skills and qualities**

- Experience using SharePoint
- Post-secondary qualifications in office administration (e.g. Certificate IV in Business or Business Administration)

**General terms of appointment**

- Willing to work in a Christian environment and uphold the values and teachings of the Lutheran Church of Australia
- Agree to abide by all LCA and employer policies and comply with procedures as applicable
- Observe and comply with the LCA Work, Health & Welfare policies and procedures
- After a three month initial review a position review will be conducted annually