

**Position Description**

**Lutheran Church of Australia - Reconciliation Ministry (LCA - RM)**

**Position title: Reconciliation Ministry Support Officer**

**LCA Department: Office of the Bishop / LCA Reconciliation Ministry**

**Line manager: Assistant to the Bishop - Reconciliation Ministry**

**Classification: LCA Layworker Level 2**

**FTE: 0.4 FTE (2 days per week)**

**Employment period: 1 Year Fixed Term Contract**

**Preferred start date: November 2017**

**Location: LCA National Office, Adelaide**

# Objective of position

The Reconciliation Ministry Support Officer will support the Assistant to the Bishop-Reconciliation Ministry (AB-RM) in building a biblical reconciliation culture that is indigenous to the LCA and which encourages the spiritual health of all members.

# Primary responsibilities

The Reconciliation Ministry Support Officer will be able to provide effective and proficient confidential support for the AB-RM across a broad spectrum of Biblical Reconciliation Ministry strategic directions, workshops, services and processes, including:

1. Assisting the AB-RM in the planning, promoting and management of workshops, presentations and events.
2. Assisting the AB-RM in the smooth running of Biblical Reconciliation Ministry Processes; providing administration support for Mediations, Congregation (Two Year) Biblical Reconciliation Embedding Journey (CBREJ), Congregation Reconciliation Assistance (CRA or GRA), Intentional Interim Reconciliation Ministry (IRM or RMP).
3. Ensuring regular communication with key Reconciliation Ministry stakeholders, and maintaining practitioners’ profiles and records.
4. Maintaining Biblical Reconciliation Ministry resources and assisting the AB-RM in the sourcing and development of new resources.

# Duties

*Priority duties in the first six months will be dedicated towards:*

* Planning and implementing training for potential Biblical Reconciliation Ministry practitioners.
* Assisting the AB-RM in revising procedures that support Biblical Reconciliation Ministry workshops, services and processes.

The Reconciliation Ministry Support Officer will:

* Build healthy relationships and rapport by serving all people who come in contact with the office of Reconciliation Ministry, providing a high level of specialised service with appropriate communication.
* Respond to emails, phone calls and in person enquiries to the office of Reconciliation Ministry.
* Undertake all administrative duties for the office of Reconciliation Ministry.
* Prepare and coordinate a range of general communications, including confidential correspondence.
* Carry out routine clerical tasks for Reconciliation Ministry; including filing, photocopying, typing, mail, and data entry.
* Assist in making travel arrangements, flights and accommodation bookings as and when required or requested.
* Organise and co-ordinate meetings.
* Participate in team meetings.
* Maintain the diary of the AB-RM.
* Assist the AB-RM in setting dates for events and other activities as required and as set out in the AB-RM Operations Plan.
* Arrange and oversee Biblical Reconciliation Ministry workshops, presentations and events.
* Liaise with individuals, group leaders, congregations and LCA Districts who will be holding a Biblical Reconciliation Ministry workshop, ensuring information dissemination, accurate registration details and delivery of pre-reading material.
* Assist the AB-RM in the arranging and smooth running of Biblical Reconciliation Ministry Processes, modelling principles of Biblical Reconciliation when providing guidance in procedures for a process to occur in a timely manner.
* Ensure that reports are completed on time and that they are filed according to the LCA privacy policy.
* Manage record keeping of Reconciliation Ministry activities, ensuring that details are correctly forwarded to the LCA Finance and Administration Department.
* Collect and collate qualifications and reference material of potential practitioners.
* Establish and maintain each practitioner’s file of experience in Reconciliation Ministry activities.
* Assist the AB-RM in overseeing professional development for practitioners.
* Provide assistance to the AB-RM as requested and as required on specific projects and tasks.
* In consultation with the AB-RM, work to provide helpful and satisfactory solutions in all assigned tasks.
* Attend to any other duties as requested by the AB-RM.

# Required qualifications, skills and qualities

The Reconciliation Ministry Support Officer will be a person who is:

* An active worshipping member of a congregation and a person of good standing within the Lutheran Church of Australia and New Zealand.
* A supporter of the Biblical Reconciliation lifestyle, demonstrating commitment to living a life of faith in Christ and a lifestyle of confession and forgiveness.
* Able to maintain absolute confidentiality and exercise discretion.
* Willing to complete or has completed LCA Biblical Reconciliation training: ‘Blessed are the Peacemakers’, ‘Serving People in Conflict’ and ‘Mediation’.
* Gifted with high-level interpersonal relationship qualities.
* Excellent at written and oral communication skills.
* Equipped with high level planning and organisational skills.
* Prepared to work both autonomously and in a team environment, striving to achieve outcomes effectively while building friendly working relationships within the office of Reconciliation Ministry and the LCA National Office.
* Able to work efficiently when unsupervised and demonstrate initiative as appropriate.
* Competent and confident with Microsoft Office environment and competent or willing to become skilled in the use of SharePoint.
* Prepared to learn new skills and improve existing ones.
* Up-to-date with Police Check and Working with Children Check.
* Willing to complete or has completed LCA Professional Standards Training.
* A holder of a current drivers licence.

# Desired qualifications, skills and qualities

It will be advantages if the individual is:

* Highly skilled and experienced in administration duties and project management.
* Enquiring, open to explore Biblical Reconciliation teaching and willing to learn new skills.

# General terms of employment

The Reconciliation Ministry Support Officer will:

* Engage with a Christian environment and uphold the values and teachings of the Lutheran Church of Australia.
* Uphold the LCA Reconciliation Ministry teaching material.
* Undertake training in Biblical Reconciliation Ministry as required.
* Ensure their own Professional Development is current.
* Agree to abide by all LCA employer policies and comply with procedures as applicable.
* Observe and comply with the LCA Work, Health, Safety & Welfare policies and procedures.
* Have a flexible approach to working times and confer with the AB-RM should a mutually agree arrangement be required due to the nature of the work
* Be flexible to travel interstate or intrastate if required.

# Working Relationship and Contacts

The Reconciliation Ministry Support Officer will be required to report directly to the Assistant to the Bishop - Reconciliation Ministry.

And will also be required to work and communicate with:

* Pastors and people of the LCA
* LCA National Office staff
* Australian Lutheran College and various LCA ministries
* Overseas partner churches
* External organisations