

**Position Description**

**Position title: Church Worker Support /Human Resources Officer**

**Line manager: Manager, Church Worker Support**

**LCA department: Church Worker Support, Office of the Bishop**

**Classification: Lay Worker Level 2**

**FTE: 1.0**

**Employment period: 12-month Contract –** possible extension subject to funding

**Location: LCA National Office -** based in LCAQD office in Milton

**Objective of position**

This position will

* Provide assistance to congregations and various agencies[[1]](#footnote-1) of the Lutheran Church of Australia (LCA) to ensure that Church Workers are appropriately skilled, equipped, supported and resourced to undertake their mission and ministry service
* Support LCA Queensland District (LCAQD) and work cooperatively with the LCAQD District Executive Officer (LCAQD DEO)
* Support the establishment and implementation of the Church Worker Support Department.

**Primary responsibilities**

This position

* Promotes the activities and vision of the Church Worker Support Department
* Assists congregations and other agencies of the LCA by providing guidance to establish appropriate Human Resource Management practices for all Church Workers, or supports appropriate practices already in place to ensure all Church Workers start well, stay well and grow, and finish well in their service in the LCAQD.

**Duties of Position**

This position:

* Works with congregations and parishes (and other agencies as required) to develop, implement and maintain appropriate systems and structures to ensure adherence with human-resource-related LCA policies and procedures including, but not limited to:
	+ Performance Development Planning
	+ Workplace Health and Safety
	+ Terms of Employment
* Provides recruitment and selection advice, provide support and resources to LCAQD associated entities as required
* Provide pre-employment advice to employing bodies in relation to role descriptions, classification to determine pay rates etc.
* Provides support during call process
* Supports pastor transfers
* Provides support for Commencement, Induction and Orientation processes (including template resources i.e. Congregational Induction Booklet)
* Supports capacity development at the local level so that congregations are equipped to meet their responsibilities for the proper care and support of their Church Workers. This may include promoting relevant training, providing advocacy, advice and assistance
* Supports and oversee Lay Worker Accreditation
* Provides administrative support for Pastors' Continuing Education for Pastors Program
* Provides Performance Development Review resources and support for all Church Workers
* Supports and provides advice on vocational development and training for all Church Workers
* Provides Pastoral Care Guidelines and Support
* Represents and promotes the Church Worker Support Department at a variety of forums, including, General and District Synods, conferences, workshops and other events
* Assists Congregations meet their reporting obligations in the LCA’s Human Resources System (HRS)
* Establishes and supports localised support networks for Congregations and other agencies
* Participates in negotiated and agreed professional development
* May assist the work of the Church Worker Support department in other districts from time to time
* Responds to queries and concerns from congregations and other relevant agencies and provides advice and support, in line with skills and knowledge, or refers to Manager as required
* Prays with and for Church Workers
* Supports District Office in Industrial relations / HR matters when requested
* Supports all LCAQD associated entities with use of LCA HRS and act as an interface between HRS team in Adelaide and LCAQD associated entities,
* Provides support and education for Congregational Leadership
* Develops and provides Volunteer Management guidelines and support
* Provide Professional/Clinical Supervision Guidelines and Support
* Provides Team Ministry Guidelines and Support
* Exit Interview Guidelines and Support
* Guidance and support during discussions around termination / redundancy
* Lay Ministry Review and vacancy arrangements support
* Guidelines and resource support for congregations entering in to pastoral vacancy
* Promotion LCA career and service opportunities into schools
* Assists with the planning and coordination of, and attends, the biennial Lay Workers Conference (next occurring in September 2017)
* Prepares for and attends other church conferences and/or events such as Synods, Pastors and Church Worker Conferences on behalf of the Church Worker Support Department from time to time
* Provides assistance to Congregations and other agencies and liaises with LCA HRS team to seek resolution to HRS queries and issues
* Ensures all relevant documentation is completed, stored and secured appropriately
* Assist the LCAQD DEO administer Work Cover queries and claims and Support LCAQD associated entities meet their WHS and Work Cover requirements,
* Assist in preparation of financial/payroll summaries and reports,
* Undertakes other duties as determined by the Manager, Church Worker Support or the Executive Officer of the Church.

**Required qualifications, skills and qualities**

* Excellent written and oral communication skills
* High level inter-personal relationship skills
* Ability to work unsupervised and demonstrate initiative, as appropriate
* Ability to maintain absolute confidentiality and exercise discretion in all matters
* Ability to travel intra-and inter-state regularly, including multiple overnight absences
* Ability to prioritise tasks and meet deadlines, while producing high quality and accurate work
* Good planning and organisational skills
* Demonstrated ability to work in a small team
* Current Working with Children Positive Notice Blue Card (or ability to obtain one prior to, or on, commencement)
* Current Driver’s License
* Previous experience and competence using Office 365 (particularly SharePoint, Microsoft Word, Excel and Outlook).

**Desired qualifications, skills and qualities**

* Active member of the Lutheran Church
* Demonstrated commitment to living a life of Faith and modelling the Gospel of Jesus Christ
* Human Resource Management administration related qualifications or experience
* Accredited Lay Worker (or working towards, or willing to seek accreditation)
* Certificate IV in Training and Assessment.

**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 policies and comply with procedures as applicable
* Observe and comply with the LCA Work, Health & Welfare policies and procedures.
1. Defined here to include General Church Council, College of Bishops, Office of the Bishop, other LCA national ministries (inc. schools with Pastors) and LCA Districts, Parishes and/or Worship Centres [↑](#footnote-ref-1)