

## **Parish Administrator**

### **Job Title**

Parish Administrator (30 hours/week)

### **Job Description**

As an integral member of the ministry team, the Parish Administrator is responsible for managing the practical and administrative operations of the church, including internal and external communications, records management, supervision of paid and volunteer staff, event management, and the provision of timely and accurate administrative support for both paid and volunteer members of the ministry team. Further details may be obtained by contacting the church office.

*It is essential that this person is committed to the Mission and Vision of Kiama Anglican Churches – Prayerful, Connecting and Transformed – and is willing to use their gifts and abilities to support and develop the ministry of Kiama Anglican Churches.*

### **Experience**

Minimum five years of administrative experience.

### **Skills and Qualifications**

Excellent communication skills, both written and verbal.

A demonstrated ability to work collaboratively and positively with a broad range of people.

Strong administrative and time management skills

Strong organisational skills, with an attention to detail and a (growing) understanding of the administrative regulations and requirements of the diocese.

Strong people management and leadership skills, enabling teams to engage in shared events, programs and tasks.

IT expertise, with wisdom and passion to drive our social media communications.

Capacity to problem solve and prioritise work calmly, ensuring that the requirements of both short-term and longer-term tasks are fulfilled on time.

The ability to work collaboratively with staff and volunteers to support the church's Mission and Vision.

### **Personal Attributes**

Ability to work with discernment and confidentiality, providing a safe and welcoming space for anyone who contacts the church through the office.

Able to work independently and effectively to complete administrative tasks in an efficient and timely manner.

A self-starter with a desire to grow with the role through initiating new ideas.

A proven manager of others, leading them to work together to complete tasks.

### **Kiama Anglican Churches**

Kiama Anglican Churches are located across 2 sites: - at Kiama and Minnamurra. The church office is located in the Church Point Centre at 2 Terralong Street, Kiama.

There are five services across the two sites on most Sundays.

Additionally, there are a multiplicity of growth/bible study groups and prayer meetings throughout the week. Kiama Community College leases a space in the Church Point Centre.

KAC also has activities reaching into the community such as playgroup, school SRE, and special events which seek to support and involve the wider community.

### **Contact Details**

For more information, please phone the KAC office Wed-Fri on 02 4232 2066.

Please submit a cover letter and resume for the attention of the Wardens to [office@kiamaanglican.org.au](mailto:office@kiamaanglican.org.au) by 21 July 2023.

The applicant must provide a current Working With Children's Check and fulfil any obligations for employment within the Sydney Anglican Diocese.