

POSITION DESCRIPTION: **ADMINISTRATIONS OFFICER**

PHILOSOPHY OF MINISTRY:

Encounter Church is a Spirit-led, Bible-fed church that desires to see people have an encounter with Jesus. Built around four core values of Jesus, People, Generous and Real, we are a relentlessly future-focused church, with both an intentional physical and digital footprint. Our vision is that by 2028, Encounter will be a growing family of bible-fed, spirit-led churches multiplying resilient disciples of Jesus across Adelaide. Our culture is invitational, empowering, young and vibrant and our primary missional goal is to develop resilient disciples, from salvation to full maturity.

Every Encounter staff member is expected to work in close association with their direct reports and their ministry colleagues. It is vitally important that each staff member aligns themselves and their ministry role with the church wide mission, vision, values, culture and strategy.

We therefore expect staff to be Spirit-filled Christian leaders who place high value on developing personal character, spending time in personal prayer, bible study and time for blue sky thinking, as well as being involved with mentoring, training, coaching, encouraging and clear communication of their direct reports.

This role (Administrations Officer) directly covers the missional goals of Welcoming People Home and For The City.

ROLE OVERVIEW

The Administrations Officer is primarily a passionate worshiper of Jesus. Their main role is to show generous Christian hospitality by being responsible for the oversight of major administrative duties at Encounter Church. Serving as part of the Encounter Staff Team, they are expected to execute churchwide communications, create efficient administrative systems and organise key events.

This role would suit a leader with the spiritual gift of administration, an eye for detail and a strong sense of Encounter culture.

ACCOUNTABILITY & REPORTING:

The Administrations Officer shall be directly accountable, meet with and report to Lead Pastor Jen Wardrop. Overall accountability lies with the Lead Pastors and Church Council.

LEADERSHIP:

The Administrations Officer is not a leadership position.

SPECIFIC AREAS OF MINISTRY FOCUS:

- Oversee internal communications for Encounter church locations (currently Prospect & West), including email and Slack.
- Respond to the Encounter email address & Connect Cards
- Oversee basic administrative and office duties

- Oversee basic purchasing: particularly administrative, Growth Track and hospitality items
- Serve as key event communications liaison for Encounter and Encounter West
- Oversee the Encounter Calendar
- Cultivate communication pathways between different ministry areas.
- Day to Day finances including reconciling in Xero
- Working with the rest of the finance team to ensure timely processing of bills and receipts.
- Participate in finance meetings
- Other duties as required.

GENERAL RESPONSIBILITIES:

- Attend relevant staff meetings
- Attend and participate in Encounter Sunday services
- Fulfill monthly reporting requirements and regular meetings with Ps Jen
- Attend relevant church-wide activities, eg Heart & Soul, Encounter Camp, Family Dinner

QUALIFICATIONS:

Essential:

- Strong and growing relationship with Jesus
- Committed to leadership and personal development
- Committed to working as part of the Encounter staff team
- Passionate about seeing people welcomed home to Jesus
- Committed to our church-wide vision, values, culture and missional goals
- Committed to Encounter and shall become a member if not already
- Good communication and excellent team work
- Self-starter, creative and well organised
- Managing own family well and enjoying the support of his/her spouse (if applicable), whose desire is to willingly participate in the life of the church

Desired:

- Previous experience in paid administrative work
- Educational degree/ diploma in a related field

TERMS OF APPOINTMENT:

- This is a 0.4 FTE appointment, which equates to approx 15.2 hours per week. This is a 6 month contract with potential to extend.
 - This equates to two (2) full working weekday, with half a Sunday being volunteer time, in line with being part of the Encounter serving team. There should be very few night meetings.
- A three month probation period will be in place, along with a yearly review process (if applicable).

- WWCC and child protection training is required to be up to date according to Child Protection Requirements.
- Salary and conditions will be tied to UCA recommendations with regard to salary, leave, ministry expenses, workers compensation, insurance and superannuation.
- The successful applicant will provide own accommodation. Office space will be made available, but this role is dynamic in location and, outside of Sundays, one day is expected to be in the Church office the other can be worked from home.
- Laptop for work purposes will be made available by Encounter.