



# St Luke's Church

## Job Description – Parish Officer

5/3/2020

**Job Title:** Parish Officer

**Position Status:** CASUAL

**Reports to:** Rector of St Luke's Church

**Direct reports:** None

**Location:** St Luke's Church, 35 Whitmore Square, Adelaide SA 5000

**Organisation:** St Luke's is part of the Anglican Diocese of Adelaide

### Summary of Role

The Parish Officer assists the Rector with a variety of tasks. The responsibilities include answering phone calls, dealing with routine correspondence and with visitors to the church, paying invoices, keeping manual and electronic records (including basic bookkeeping), assisting with coordinating volunteers, arranging routine maintenance of church properties, and assisting with car parking leases.

### Responsibilities (under general direction from the Rector)

- Perform duties accurately, efficiently, effectively and in a timely manner; within policies, systems and procedures required by the parish and by the diocese, keeping the Rector informed of significant issues. Prioritise own daily workload.
- Unlock relevant parish buildings upon arrival and lock them up before leaving, including switching off and switching on security systems, when appropriate.
- Meet, greet and assist visitors and telephone callers. Convey messages when needed.
- Collect, sort and distribute incoming mail, and post outgoing mail.
- Process straightforward communications (received in person, by phone, by email and by post) including donations, and refer non-routine matters to the Rector highlighting anything urgent.
- Use Microsoft Word, Excel and Outlook to produce, maintain and/or distribute correspondence, newsletters, advertising and records. Photocopy and print various documents.
- Maintain current records (paper and electronic) relating to income, expenditure, banking, volunteers, and other records as directed.
- Assist the Parish Treasurer by providing financial information.
- Assist with the leasing/rental of parish property (including the car park and various buildings) by liaising with hirers and/or the Diocese, as directed by the Rector.
- Liaise with service providers to effect cleaning, minor repairs and routine maintenance of parish equipment and buildings.
- Assist in coordinating volunteer services including the Op Shop and kitchen, by liaising with volunteers as directed. Assist with the distribution of emergency food parcels, clothing, blankets, and free lunches to those in need.
- Take reasonable action to be familiar with, and to adhere to, parish and diocesan policies and procedures, including those on Equity and Diversity and Work Health and Safety.
- Comply with the conditions of any ethical and behavioural standards of conduct required by the Anglican Diocese of Adelaide.
- Act responsibly in relation to own personal safety, and promote the well-being of parish employees, office bearers, volunteers, clients, contractors and other visitors to the parish.
- Record own working hours, using time-sheets.
- Participate in reviews of own performance, when initiated by the Rector.
- Other similar duties as reasonably requested by the Rector.

## Summary of Person

A good Parish Officer has a combination of organisational skills, administrative experience, and friendliness. They should be familiar with many daily tasks, as well as the general operation of the church. They should keep all records and work areas neat and organised. They may be the first face people see when coming to the church, so it's important to greet congregation members and visitors in a friendly and professional manner. They should also work well as part of a team with the Rector, church office bearers and volunteers. The Parish Officer should strive for accuracy and timeliness in their work. They must also be discreet, as they may be dealing with sensitive information which should be kept private, shared only with those who legitimately need to know.

## Selection Criteria (all highly desirable, unless otherwise indicated)

- Qualifications – none required, but relevant qualifications are preferred.
- At least four years work experience, preferably in a related area.
- Good standing in the community.
- Well motivated to work for the Anglican Church, possessing a strong commitment to its practices and values.
- Energetic and able to undertake the above responsibilities accurately, efficiently, effectively and in a timely manner, with general supervision.
- Good initiative, organisational skills and problem-solving skills.
- Good communication skills in English (written and oral).
- An ability to relate to a variety of people, and the capacity to develop and maintain sound working relationships with the Rector, church office bearers and volunteers.
- Good skills in word processing, spreadsheets and emails.
- Capacity to assist with coordinating various parish events, and ministries run by volunteers.
- Must be able to keep confidentiality, and to reasonably discern what is confidential.
- Must be willing to work flexible hours occasionally, such as during unusually busy times.
- Should have and maintain a driver's licence valid in SA.

## Acknowledgement

I have received a copy of this job description. I understand this overrides any conflicting information I have been given or told in the past. I also understand that I am expected to undertake my job as outlined above, and that if I have any questions concerning what is expected of me, I will speak with the Rector.

Signature: ..... Name: ..... Date: / /