

Position Title:	Administration Assistant
Full Time Equivalent:	0.8 FTE (4 days per week or equivalent of 30 hours per week)
Reports to:	Administration Manager
Position Location:	1193 Toorak Road, Camberwell, Victoria 3124
Commencement:	February 2024

INTRODUCTION

The Baptist Union of Victoria (BUV) is an association of more than 339 congregations and 257 Baptist churches, faith communities, micro churches, and Baptist agencies in Victoria. It is a non-profit organisation, with a vision to be a union of flourishing churches with Christ-like followers that redeem society. We do this by encouraging, equipping, and empowering our local churches for mission.

Baptists are grass-roots people, with a particular emphasis on the local church. These local churches are self-governing and self-supporting, ranging in size from twenty or so members to several thousand. Although each Baptist church is an independent entity, Baptists nonetheless have always believed in associating with one another - and so churches come together in regional, national, and international spheres to promote and support the fellowship of Baptists everywhere.

At the BUV Support Hub, we promote and live out the values of faith, community, servanthood, stewardship, and respect.

PURPOSE

The Administration Assistant provides administrative support to the Finance & Administration Team and wider BUV Support Hub (as needed). This will include direct support to the following:

- Director of Finance & Administration
- Administration Manager
- E.A. to Director of Mission & Ministry (DoMM) – as needed

ESSENTIAL DUTIES & RESPONSIBILITIES

Administrative Tasks - including, but not limiting to:

- Assist Director of Finance & Administration with general admin tasks
- Administrative support to the Administration Manager and the Finance Manager (as required)
- Administrative support and minute-taking at F&A Team meetings and Audit & Risk Committee meetings (as required)
- Timely management of the BUV Admin email account and calls
- Organise and keep thorough records of files and documents, including sort out SharePoint filing and naming conventions
- Assist with processing resolutions after Union Council and Audit & Risk Committee meetings
- Assist in the research of archive material
- Reception desk duties as required
- Occasional assistance to EA to DoMM, including:
 - general administration assistance, particularly during peak times
 - administrative cover to DoMM Office when EA to DoMM is on leave

- Provide admin support for Creating Safe Spaces (CSS) programme
- Other administrative tasks assigned from time to time
- Exercise initiative in designated areas

The Administration Assistant is the key personnel responsible for:

Property & Seal Registers

- Maintain currency of the Property Register
- Maintain currency of the Seal Register
- Maintain currency of the Property Lease Register (flag expiry and renewal dates)

Fleet Vehicles

- Maintain currency of the Fleet Vehicles Register
- Assist Administration Manager in the management of fleet vehicles (mileage checks)

National Redress Scheme

- Maintain currency of the NRS Participation Register
- Provide administrative support to the administration of NRS

SharePoint Administration

- Maintain Church Folders and registers for constituent churches, micro churches, missional communities, and faith communities
- Update Contact details on Salesforce including appointment roles and status (Current/Former)

Creating Safe Spaces (CSS) Administration

- Event Administration – confirm online completion, workshop attendance, update details in master spreadsheet and issue certificates
- Event Workshops – reminders and liaison with church administrators for online and Zoom workshop support
- Event Email Reminders with details of Zoom or in person workshops
- Email Reminders for Course Completion including online reminder details
- CSS Help Desk
- CSS input into Salesforce

PROFESSIONAL QUALIFICATIONS / EXPERIENCE

- Tertiary education
- Minimum three-year experience in administrative field or equivalent

ESSENTIAL QUALITIES

- Committed to personal spiritual growth and ongoing personal and professional development
- Values alignment with BUV's values as outlined above
- Positive, friendly, client service attitude
- Willingness to take initiative
- Willingness to work within the ethos of the BUV Support Hub

KEY COMPETENCIES

- Good administrative, organisational and time management skills
- Attention to detail and high level of accuracy
- Excellent communication skills, both written and verbal
- Excellent knowledge of Microsoft 365
- Ability to multi-task and work with interruptions
- Ability to work autonomously and in a team environment
- Ability to work under pressure

KEY ACCOUNTABILITY

- Director of Finance & Administration
- Administration Manager

KEY RELATIONSHIPS

- **Internal Relationships** – F&A Team, BUV Staff
- **External Relationships** – Churches, Baptist Agencies & Affiliates, Baptist Community

LOCATION OF POSITION

- **BUV Support Hub** – G/F 1193 Toorak Road, Camberwell VIC. 3124

APPLICATION OR ENQUIRY

Please send applications to debbie.uy@buvs.com.au

Applications should include CV and a Cover Letter addressing key competencies and relevant experiences.

Candidates are encouraged to apply immediately as the position will be closed once the successful candidate has been appointed.