



Position description

Operations Coordinator

Reporting to:	Chairperson, Warrnambool Church Council
Location:	Warrnambool Uniting Church 115 Koroit Street, Warrnambool
Employment type:	Full-time permanent preferred. Job sharing is an option that will be considered, in which case employment will be on a part-time permanent basis.
Hours:	1.0 FTE, 38 hours per week (in total)
Date:	April 2024

Employee
Signature
Date
Manager
Signature
Date

Role context

The Operations Coordinator will be based at Warrnambool Uniting Church and report to the Chairperson of its Church Council. Warrnambool Uniting Church is part of the Hopkins Region of the Uniting Church in Australia, a cluster of congregations comprising Warrnambool, Port Fairy, Mortlake, and Allansford & District. While primarily serving the Warrnambool congregation, this position will also involve work that serves other congregations within the Hopkins Region.

Warrnambool Uniting Church Purpose and Direction Statement:

“As followers of Jesus Christ, we seek to care for and cherish the diversity of God's people - walking with Jesus as we walk with others in faith.”

Warrnambool Uniting Church has a long history of initiating and supporting missional activities including Heatherlie Independent Living, school and TAFE Chaplaincy, student wellbeing in schools (Big Life program), weekly community lunch program, hospital visiting, worship services in aged care facilities, opportunity shop & book shop, social/pastoral networking (e.g. Pastoral Partners, Men's Eat & Talk, After Church Lunch, Carers Support Group, Free_key Homegroup, Free_key Coffee Chat, Play & Sing, Adult Fellowship).

Role

The Operations Coordinator provides oversight of church business operations, working closely with the Warrnambool Church Council, the Hopkins Region ministry team, Hopkins Region Council and Warrnambool Uniting Church administration staff.

Key selection criteria

Qualifications and experience

This position requires the following knowledge and experience:

1. Experience as a business manager or similar role. (Tertiary qualifications in business management and/or accounting may be an advantage.)

Skills and abilities

The successful applicant will have the following skills and abilities:

2. Administration skills - establish systems and procedures and monitor progress.
3. Attention to detail.
4. Problem solving – identify and implement workable solutions.
5. Organisation and planning - identify priorities to meet key deadlines.
6. Conceptual and analytical ability - manage complexity and think creatively.
7. Suitable communication and interpersonal skills – good team member.
8. Strong technology skills – information technology, internet, audiovisual systems, and telecommunications.

Personal competencies and qualities

The successful applicant will also have these personal competencies and qualities.

9. Values align with those of the Uniting Church.
10. Initiative and accountability – proactive and take responsibility for own actions.

11. Flexibility - open to new ideas and able to manage changing priorities.
12. Awareness of culture and diversity - supports inclusion and fairness within diverse communities.

Applicants will be required to hold (or obtain) a current Working with Children Check, and their employment will be subject to satisfactory completion of a National Criminal History Check.

Key accountabilities and activities

Accountabilities	Activities
Governance	<p>Ensure the church complies with all Uniting Church Vic Tas Synod regulations and requirements - legal, ethical, and financial.</p> <p>Ensure the church complies with all Government requirements - e.g. OHS, copyright.</p> <p>Attend meetings of the Warrnambool Church Council, Warrnambool Parish Mission Board (Heatherlie Council), other committees as designated, and assist with meeting record keeping as required.</p> <p>Ensure compliance with Safe Church policies.</p> <p>Manage and maintain an up-to-date policy manual and responsibility / committee flow chart.</p> <p>Communicate policies and responsibilities to all concerned.</p> <p>Work with other team members and Synod for all HR management.</p>
Finance	<p>Member of Finance committee.</p> <p>Review and approve accounts for payment.</p> <p>Work with church treasurer on the budget and monthly finance reports to Warrnambool Church Council.</p> <p>Liaise with central payroll staff at the Vic/Tas Synod of the Uniting Church in Australia.</p> <p>Maintain and manage financial records of the church.</p> <p>Explore and apply for grants relevant to activities of the church and Parish Mission.</p>
Property	<p>Member of Property Committee.</p> <p>Member of Op Shop committee.</p> <p>Provide oversight of real estate property management and rental of all Church properties.</p> <p>Provide oversight of the maintenance of all church properties and equipment, including security.</p> <p>Ensure compliance with OH&S requirements.</p>

Accountabilities	Activities
	Communicate with Synod property services staff. Provide oversight of the use / hire of church facilities by the public.
Communications	Coordinate the provision and development of effective I.T. and telecommunications systems. Implement and maintain a digital media presence – e.g., website, print media, broadcast media, social media. Promote the use / hire of church facilities by the public. Monitor copyright licenses / requirements. Provide oversight of the operation and maintenance of the audio-visual system / sound room.

Job Sharing Option

Consideration will be given to applicants who wish to undertake a portion of the accountabilities and activities outlined above, working at less than 1.0 FTE. This may be in consideration of an applicant’s specific skill set, or availability that is only part-time. In this case, the specific duties and time fraction will be negotiated with the applicant.

The applicant should state their desired time fraction within their application and provide an indication of the accountabilities and activities that best match their skill set.

Working hours flexibility

This role requires some work to be performed outside of normal working hours (e.g. attending evening meetings). The possibility also exists for some work to be performed at home.