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|  | **The Anglican Church of Australia**  **Diocese of Wangaratta**  PO Box 457  Wangaratta 3676  Phone 03 5721 3484  registry@wangaratta-anglican.org.au |

**Position Description**

Position Title: **Parish Office Assistant**

Parish: ####

Employment Status: Volunteer / Full time employment / Part time employment

Term of Employment: ## months from commencement / Fixed term to \_\_\_ / Ongoing

Reports to: Incumbent (Rector/Priest in Charge)

Appointee: #### *(to be entered once appointment is made)*

Date Commenced: ##/##/#### *(to be entered once appointment is made)*

PD Prepared by: ####

PD Approved by: #### *(name of authorising person)*

Date PD Approved: ##/##/####

Date of Revision (if applicable): ##/##/####

**Position Overview**

The Office Assistant will perform a variety of tasks within the Parish office, depending on the daily requirements of the office. This will include answering phones, photocopying, collecting mail and other administrative tasks as directed by the Incumbent / Office Coordinator / Office Administrator (as applicable). This position helps to extend resources in the Parish office for day to day running of the Parish.

**The Diocese of Wangaratta**

The Diocese of Wangaratta is set in regional NE Victoria and extends up into the Albury border area of NSW. There are now 23 parishes or districts incorporating some 65 places of worship. The diocese is divided into two territorial archdeaconries with three rural deaneries, the Cathedral and registry are located in Wangaratta.

*Our Diocesan Vision:*

*Inspired by God’s love, through worship, prayer and scriptural reflection, we seek to live by our Christ-centred values by meeting the needs of our communities through serving and accepting others.*

**The Parish**

Parish Overview:

*insert here*

Parish Vision and Mission:

*insert here*

**Key Responsibilities and Duties**

* Office assistants must at all times comply with National, State, and Local Govt requirements, follow the Parish Administration Act and Professional Standards Act.
* Adhere to Safe Church Policy and Codes of Conduct and uphold Ethos of the Diocese at all times.
* Duties are likely to include:
  + Answering telephones
  + Photocopying
  + Mail collection
  + Document preparation e.g. Pew Sheet, service booklets, etc.
  + Electronic media (unless this is the responsibility of another designated individual)
  + Cleanliness of office areas
  + May be required to assist with specific events as might occur from time to time

**Requirements for a Parish Office Assistant**

To be eligible a person must:

* be a Parishioner in a Church in the Parish, of at least 6 months standing.
* be at least 18 years of age.
* have up to date Police Check and Working with Children certificate.
* present a professional appearance and a friendly manner.
* be dependable and punctual.
* be courteous and personable when dealing with the public.
* work well under supervision and be willing to follow direction.
* respect and maintain the confidentiality of Parish matters and other volunteers within the Church environs.

Computer skills may be an advantage but not a core requirement.

You are not eligible for this role if you are:

* an undischarged bankrupt.
* a prohibited person as defined by Child Protection or Professional Standards Act.

Note: No person shall have privileges of a Parishioner in more than one Parish or in more than one church in the same Parish, or in more than one congregation in the same Parish.

**Training**

* All Parish Office Assistants must attend endorsed Safe Church training and attend a refresher every 3 years.
* Attend general volunteer/staff orientation.
* Complete office orientation which includes training for:
  + Telephone system
  + Photocopy machine
  + Office layout and mail collection

**Evaluation**

* All volunteers will have an initial evaluation after two months, then an annual review thereafter.
* Evaluation will be conducted by the Incumbent / Office Coordinator / Office Administrator (as applicable)

**Time Commitment**

* *(insert hours and work days as agreed)*

**Terms of Appointment**

This position will be appointed by the Incumbent and will be subject to the clearance requirements as set out in the Diocese of Wangaratta Lay Authorisation Guidelines and associated documentation.

**Declaration of Appointee**

*I have reviewed the above position description. I understand the nature of the work and confirm that I do not have any pre-existing injury or illness that may affect my capacity to undertake this work.*

**Name of Appointee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of Appointee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Incumbent (Rector/Priest in Charge):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of Incumbent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**