



Position Description

Administration Assistant

Reporting to:	Operations Manager
Unit:	Administration Assistant
Location:	Manningham Uniting Church and Community Centre (MUCCC) 109 Wood Street Templestowe VIC 3106
Terms of employment:	Clerks - Private Sector Award [MA000002]
Tenure	Part Time -Limited Tenure Employment up to 0.6 FT Contract until 30 June 2026
Congregation:	Manningham Uniting Church (MUC)

Employee Name

Employee Signature

Date

Moses Lee

Manager's Name

Managers Signature

Date



Manningham Uniting Church

Manningham Uniting Church was formed in 2011 and operates from the purpose-built Manningham Uniting Church and Community Centre (MUCCC) in Templestowe, opened in 2021. The Centre contains worship spaces, an auditorium, playgroup facility, numerous meeting areas, an administration hub and a commercial café. MUC is committed to using the Centre to encourage varied opportunities for spiritual development and worship, as well as broad engagement with and participation from the community.

We work to be communal in nature, welcoming members and the community into the lived reality of the Christian story. This is a place where it is evident that visitors, guests, volunteers, staff and church members are highly valued and well catered for.

Vision

To be a living, breathing space that serves and fosters connection within Manningham Uniting Church and the community.

Position Overview

We're seeking an **organised and hands-on Administration & Facilities Assistant** to support our Operations Manager and help keep our vibrant church community running smoothly — both in the office and around our facilities.

This role coordinates venue rentals and assists in events and programs. The role handles correspondence, schedules repairs, cleaning and compliance inspections and facility repairs. The role coordinates venue reservations, liaise with renters, site orientation, offer proposals, process agreements, and ensure smooth operations.

The role also supports logistics for church events, community programs and outreach activities.

Key selection criteria

Qualifications and experience

This position requires the following knowledge and experience:

- At least 2 years' experience in administrative, facilities, or office coordination.
- Understanding rental sales, agreements and basic book-keeping and finance processes
- Experience with AV and streaming technology would be an advantage.
- Experience working the not-for-profit sector is desirable

Skills and abilities

The successful applicant will have the following skills and abilities:

1. **Administration skills:** Proficiency in Microsoft Office and Acrobat Pro. ability to manage competing priorities and meet deadlines; identifies processes, tasks and resources required to achieve a goal; establishes systems and procedures to guide work and track progress. An ability to keep you head afloat while shafting though details.
2. **Service orientation:** ability to provide outstanding levels of service; accountable and responsive to service issues that arise; and to manage risks to service delivery; welcoming and service-oriented approach within a faith-based community. An ability to smile through it all.
3. **Attention to detail:** observes fine details; identifies gaps in information; looks for logical sequences of information; highlights practical considerations of plans and activities. An ability to check and recheck.

4. **Team-work:** ability to cooperate and work well with others in pursuit of team goals; to collaborate and share information; to show consideration, concern and respect for others' feelings and ideas; to accommodate and thrive in context of others' different working styles. An ability to serve.
5. **Problem solving:** seeks all relevant information for problem solving; probes for the facts; analyses issues from different perspectives; identifies and proposes workable solutions to problems. An ability to find solutions in the midst of pressure.

Personal competencies and qualities

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

- a) **Initiative and accountability:** ability to be proactive; can seize opportunities and act on them; takes responsibility for own actions; commitment to confidentiality, integrity, and professionalism.
6. **Communication skills:** excellent verbal and written communication skills; excellent interpersonal skills, and ability to effectively interact with a diverse range of individuals, groups and committees.
7. **Spiritual awareness:** ability to demonstrate insight into the importance of faith; ability to reflect on one's own spiritual life and interacts comfortably with people of all faiths; capacity and willingness to work within the doctrine, ethos and policies of the Uniting Church; be respectful of all peoples regardless of age, race, gender, faith and/or health and mental capabilities.

Other requirements

Applicants will be required to obtain a Working with Children Check, and their employment will be subject to satisfactory completion of a National Criminal History Check and Safe Church Training. A first aid certificate or be willing to undergo first aid and emergency fire warden training is required.

Entitled to legally work in Australia at the hours required is necessary.

From time to time, it may be necessary to work extra hours and on weekends or nights. Overtime compensation will apply. After hour calls for assistance with locking up, open-up, emergencies may also be required from time to time.

Key accountabilities and activities

Key accountabilities	Key activities
Provide administration services	<p>Manage correspondence, scheduling, document preparation and office supplies.</p> <p>Assist in overseeing facility maintenance, repairs, cleaning schedules, and compliance requirements. Proficiency in Microsoft Office and Acrobat Pro.</p> <p>Coordinate venue reservations, liaise with renters, site orientation, offer proposals, process agreements, and ensure smooth operations. Will be required to sell space as required.</p> <p>Support logistics for church events, community programs, and outreach activities, including overseeing timely and accurate bump in and bump out of events.</p>

	<p>Assist with invoice processing and basic budget tracking related to rentals and operations.</p> <p>Follow up outstanding rental and event payments.</p> <p>Facilitate communication between volunteers, staff, and external contractors. Ensure volunteers are engaged in accordance with the Synod Volunteer Policy (UCA Victas website).</p> <p>Assist in the adherence to workplace safety and regulatory guidelines.</p> <p>Other administrative duties, as required from time to time.</p>
Communicate effectively	<p>Confidently convey ideas and information in a clear and professional way. Use feedback to refine communication and handle difficult and sensitive communications.</p> <p>Write and edit written communications to ensure they contain the information necessary to achieve their purpose.</p>
Demonstrate teamwork	<p>Openly share insights with others. Maintain effective and respectful relationships.</p> <p>Participate in meetings and conversations with peers in a way that encourages collaboration, connection, and lighter and simpler systems.</p> <p>Resolve any conflicts that may arise, through effective reconciliation methods.</p> <p>Participate in development activities and exercises to enhance own leadership and foster a culture of teamwork in the Church.</p>