

St John the Baptist, Northcote Office Manager Job Description



**St John
the Baptist**

ANGLICAN PARISH OF NORTHCOTE

The Office Manager of St John the Baptist, Northcote is a part-time role but will be a vital member of our small team. This role will suit a 'people person' with strong administration skills who is able to work independently and who is comfortable in the not for profit/charities sector.

The Office Manager is pivotal in providing a welcoming environment for visitors, staff and parishioners, in supporting the parish clergy, the treasurer and parish community and in managing the parish office. In addition the Office Manager will facilitate and manage the venue. The Office Manager also provides support for parish community initiatives and events.

The role is for 12 hours/week between 9am and 5pm, Monday to Friday (with some Sunday hours from time to time), ideally across four days (schedule to be agreed). Although the role would require the successful candidate to be on site for the majority of their hours, it would be possible to do some work from home. It is also worth noting that the hours could be compatible with those of a school, thereby making it a good role for a parent.

The position reports to the Co-Vicars and encompasses the following major functions:

- Office Management
- Weekly Worship Service Administration
- Administrative support for banking and finance
- Property Maintenance Coordination
- Vestry Support
- Oversee and manage venue hireage including bookings, invoicing and H & S induction
- Support communications (newsletter, website, social media – pattern to be determined)
- Oversight of Parish Roll and Privacy Officer
- Assist in creating parish rosters
- Provide administrative support when needed for the Co-vicars
- Manage and develop social services response ministry i.e. foodbank.

Experience:

Administration, volunteer/people management, cash handling and bookkeeping, event management, not for profit sector and/or church involvement.

Key Competencies:

- A calm and friendly personality, with sound boundaries, discretion and ability to keep confidences.
- Some familiarity with liturgical worship (e.g., Anglican or Roman Catholic) an advantage, but training can be provided.
- Ability to form and maintain relationships and to relate warmly and nonjudgmentally to a diverse range of people.
- Excellent written and oral communication skills.
- Ability to work effectively both independently and also within a team environment with a strong focus on people.
- Excellent organisational skills, accuracy and attention to detail.
- Self-motivated.

- Ability to solve problems.
- Good time management and prioritisation skills.
- Technologically competent in a range of office related software and able to learn new software applications for purposes such as website maintenance.
- Cash handling and basic bookkeeping.

St John the Baptist is an Anglican Parish located in Northcote Point. At St John the Baptist we welcome all people on their faith journey. The St John the Baptist community is a place where that journey can be enriched and grown through prayer, worship, work and study. St John the Baptist is an inclusive parish that affirms there is a diversity of loving, faithful and mutually empowering relationships between God's people. Although there is usually plenty to do, we support a good work-life balance. As a church we deal with a diverse range of people, challenges and activities, and therefore this makes the work varied and engaging.

Please contact the Co-vicars for more information or phone 09 480 7568.

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