

POSITION DESCRIPTION (ATTACHMENT A):

Position Title:	Personal Assistant to Campus Pastor
Award / Level:	Clerks Private Sector Award 2010
Department / Dept Head:	Executive Management
Responsible To:	
Type of Position: Pastoral <input type="checkbox"/> Non Pastoral <input checked="" type="checkbox"/>	Status: Full-time <input checked="" type="checkbox"/> Part-time <input type="checkbox"/> Casual <input type="checkbox"/> Intern <input type="checkbox"/> Fixed Term <input type="checkbox"/> Hours per Week: 38
Summary of Position: To assist the Hills Campus Pastor & Extension Services Campus Pastor in administrative tasks	
Position Relationships: Indicate by attaching an Organisational Chart	
Key Result Areas	Description
1. Administrative Support	<p>Screen telephone calls, enquiries and requests and handling them when appropriate</p> <p>Deal with incoming emails, faxes and post of confidential nature, often corresponding on behalf of Campus Pastors.</p> <p>Coordinate, facilitate, attend and minute meetings as required</p> <p>Organise appointments and maintain diaries</p> <p>Manage all Hills Campus Pastors and Extension Pastors annual and ministry leave</p> <p>Distribute weekend pastors roster and other rosters relating to services and events at the Hills Campus</p> <p>Manage leave for Campus Pastor, Extension Campus Pastor</p> <p>Organise and maintain the department's petty cash and credit card reconciliations, ensuring payment requests are submitted on time.</p> <p>Carry out researches and presenting findings.</p> <p>Collate and compile information from reports</p> <p>Collate weekly executive report submitted by Campus Pastor, and Robert Fergusson which covers areas of responsibility.</p> <p>Liaise with clients, suppliers and other staff.</p> <p>Delegate work to others as necessary in the absence of the Campus Pastors and ensure follow through</p> <p>Assist with conference planning, and correspond with guests.</p> <p>Devise and maintain office systems, including data management, filing, etc.</p> <p>Develop methods and procedures to increase productivity.</p> <p>Correspond with inviting organisations/churches</p> <p>Book flights and accommodation for travel</p> <p>Create itineraries</p> <p>Organise other travel details such as insurance, travel petty cash and overseas appointments</p>
2. Short Term Projects	Carry out specific projects and researches depending on Campus Pastors current responsibilities.
3. Reception and support to administration	<p>Oversight Hills Campus receptionists</p> <p>Develop ways of streamlining process and reduce costs.</p> <p>Provide support to Hills Campus administrative staff</p>
4. ACC	<p>Manage Hills Campus Pastors and Extension Pastors Credentials.</p> <p>Liaise with districts on behalf of Hillsong Church on progress of credentials, support district secretary with interview administration and district events.</p> <p>Organise payment of national, state and district dues.</p> <p>Compile statistics and information for the annual ACC Church Census.</p> <p>Organise accommodation & registrations for pastors to the National & State ACC Conferences.</p>

Additional tasks and responsibilities may be assigned by your Department Head as required from time to time.

GENERAL POSITION REQUIREMENTS

1. General Responsibilities

You, the employee must:

- a. Devote the whole of your time, attention and skill during normal business hours, and at other times as reasonably necessary, to your duties;
- b. Faithfully and diligently perform the duties and exercise the powers consistent with your position as assigned to you from time to time;
- c. Comply with all lawful directions given to you by any person duly authorised from time to time;
- d. Use your best endeavors to promote and enhance the interests, welfare, business, growth and reputation of the Church;
- e. At all times act to a high standard of professional behaviour;
- f. Not act, or be seen to be acting, in conflict with the best interests of the Church;

2. Character and Personal Qualifications

Being a staff member of Hillsong Church, the following are necessary:

- a. Relationship & commitment to Jesus Christ;
- b. Total commitment to Hillsong Church and its vision;
- c. Total commitment and loyalty to the leadership of Hillsong Church, and ability to work in a team environment;
- d. Spiritual maturity consisting of a pleasant, forgiving, non-judgmental, but assertive manner.
- e. Initiative.
- f. Confidentiality.
- g. Ability to work under pressure and remain calm.
- h. Ability to meet deadlines (may involve working outside normal hours).
- i. Ability to communicate effectively with all levels of team, members of congregation and general public.

SKILL AND EDUCATIONAL REQUIREMENTS

Advanced use of office related computer software such as Word, Excel and Outlook.

Knowledge of general office procedures.

Ability to carry out research utilising the internet and other forms of media.

ONGOING VISION

Hillsong Church with its broad vision will continue to grow and expand. Anyone accepting any staff role must understand that “ongoing change” will always be part of this church, and therefore must be flexible, open to challenge & willing to move and grow with that ongoing vision.