

9th February 2024

Administration & Compliance Officer

Knowing and serving God and helping others to say 'yes' to Jesus is the heart and focus of Geraldton Baptist Church. We see it as a privilege to serve in the body of Christ here in the Mid-West. We are seeking an individual who shares this heart and feels called to serve the local church with their gifts of administration supporting and strengthening this community.

We are looking for a 'details' person to work alongside the Senior Pastor, to administrate and coordinate the administrative and legal compliance functions vital to the health and wellbeing of our church community. See the **Job Description** attached for details.

The Administration & Compliance Officer's hours are casual and flexible and include 8-10 hours throughout the week, making it a family friendly role.

The Job Description is attached and if you have any questions or would simply like to discuss or clarify anything, please contact Matt Birch.

Application Process

Please forward a **Cover Letter** explaining why you feel led to apply for the role and your **Resume** directly to matt@geraldtonbaptist.org.au

- **Cover Letter** explaining why you're applying for the role,
- **Resume**

Thank you so much. We are praying that God will lead 'His' appointed person into this vital role.

Blessings...

Matt Birch
Senior Pastor

Mobile : 0409 177 763

E-mail : matt@geraldtonbaptist.org.au



Job Description – Administration & Compliance Officer

Job Title	Administration & Compliance Officer		
Reports To	Senior Pastor		
Purpose	To plan and implement management of facilities and administrative systems to harness resources and remove impediments to the mission and vision of GBC.		
Responsibilities	To oversee and develop the administration of Human Resources, Compliance, Property, IT, Communication and assist in the management of Finance.		
Typical Tasks	<ul style="list-style-type: none"> • Assist in HR - onboarding and physical resourcing and reviewing of all staff. • Implement and champion Safe church systems and compliance as the <i>Safe Church Officer</i>. • Facilities: Maintain and review insurances of building, contents, activities and personnel including maintaining Asset Register records. • Facilities: Coordinate tradesmen or volunteers for work being done. • Assist volunteers (IT, Property, Office) for effective workflow and coordinated approach. • Assist the GBC Leadership team in process of enacting decisions, policies and government legislative compliance matters in liaison with BCWA advice. • Maintain Records including Members Register, Leadership terms, maintenance etc. • Compile Reports, agendas and other docs for Members meetings including requesting reports from staff and volunteers to create AGM report. • Assist the Treasurer by processing and co-authorise payments; monitor financial assets; implement financial policy. • Ensure reporting to: <ul style="list-style-type: none"> ○ ACNC ○ BCWA – Annual Church Statistics ○ WA Dept of Commerce – Associations ○ WWCC – Working With Children Check register ○ BCWA - Workers Comp • Assist Senior Pastor with GBC communication platforms i.e. SMS, Facebook, Website, Mail Chimp, Planning Center, Bulletin, Calendar... etc. • Monitor and distribute Admin email/phone enquiries and email members as requested. • Maintain accurate register of church keys and keyholders. • Maintain sufficient stores of cleaning and consumables for church use: communion (bread, juice, cups), cleaning fluids, morning tea (tea, coffee, disposable latex-free gloves), photocopier (toner, paper), etc. 		
Time Commitment	Casual 8-10 hours average per week. Flexible hours/days. Leave according to Award - Grade 2, WA Clerks, Commercial, Social & Professional award		
Decision Making Authority	<p>Management of budget areas for as listed on budget.</p> <p>Within agreed targets and milestones as discussed with Senior Pastor and/or Leadership Team Chairperson.</p>		
Review Period	Initial 6 month review and then annually (Senior Pastor/Leadership Team representative).		
Knowledge, Skills and Personal Qualities Required	<ul style="list-style-type: none"> • As per all members – Pray, Gather, Give and Serve • Safe church Qualified. • An interest and capacity to think about the bigger picture of church life. • Strong skills in administration • Capacity to coordinate a team of volunteers and staff. • Computer fluency. 		
Approved		Date/Time	