



Position Description and Person Specification

PILGRIM UNITING CHURCH

TITLE OF POSITION:	Project Officer
CLASSIFICATION:	Non-Award
TYPE OF APPOINTMENT:	6 month fixed term part time 30 hours per week
SALARY:	FTE \$62,400 per annum plus superannuation (pro-rata)

1. Summary of the broad purpose of the position in relation to the Church's goals

The Project Officer has a key role in supporting the implementation of the vision and mission plan of Pilgrim Church by

- Providing coordination for the improvement of the administrative systems and practices
- Gathering information, guiding documentation and recommending procedural operation.

2. Reporting and working relationships

The Project Officer

- Is accountable to the Pilgrim Church Council
- On a day to day basis reports to the Chairperson of Church Council and liaises closely with the Ministers in placement
- Operates in a multi-disciplinary team environment, closely collaborating with a range of paid staff, lay people and volunteers (including the Ministerial Team, members of Pilgrim communities, committees, task groups and also partners in the wider community).
- May take advice from Uniting Church of SA Synod Resources team.

3. Statement of key outcomes and associated activities

3.1 Provide strategic advice for the Pilgrim Uniting Church Site Development project

- Provide executive assistance to the Site Development Committee
- Assist development and production of written letters, memos and proposals
- Assist the Site development Committee, Council and the Congregation so that they can make informed decisions about property development
- Provide advice and administrative support for tendering processes.

We are called by God to be a prophetic witness in the city of Adelaide so that new life and vitality will be generated in our city and its people

3.2 Provide strategic advice for human resource systems

- Review and recommend interview procedures for staff recruitment, selection, work supervision and exit
- Assist the review of descriptions, roles and responsibilities for staff and volunteer positions
- Coordinate the writing of Position Descriptions into contemporary, consistent format
- Advise on suitable systems for staff performance appraisal and staff development.

3.3 Provide strategic advice for administrative systems to meet emerging needs

- Review administrative compliances against current legislation and recommend action
- Guide and assist the updating of the Pilgrim Policy Manual
- Develop a format for the regular review of worksite procedures and positions.

3.4 Support the ongoing development of financial procedures

Cooperate with the Treasurer and Finance Committee to:

- Research and prepare for foreseeable procedural needs
- Define financial provisioning principles to meet future and long-term need
- Research options for Accounting/Financial Management packages to meet changing requirement.

3.5 Provide strategic advice in relation to Property Management

In close collaboration with the Property Committee:

- Advise on options for a means to update the Property and Heritage Maintenance Plan
- Identify systems/registers and procedures for efficient management of Pilgrim Church property
- Ensure that all procedures and work practices for Health and Safety match legal requirements.

3.6 Other all-inclusive responsibilities

Work Health & Safety

- Promote a safe working environment at all times by maintaining effective work practices for staff, volunteers and the church community.

Confidentiality

- Use and promote policies and procedures for appropriate use and disbursement of information, with attention to confidentiality and security.

Non-Discrimination

- Promote and apply procedures and practices that recognise and respect the inherent value and dignity of all people and are consistent with Pilgrim Church's open and inclusive policy.

Other duties as directed by the Chair of Pilgrim Uniting Church Council.

PERSON SPECIFICATION

Personal abilities, aptitudes, skills

Essential

- High level analytical skills and the ability to manage complexity in projects
- High level ability to initiate, build and maintain interpersonal relationships within and external to the organisation
- Human resource management skills exercised within a multi-disciplinary setting
- High quality verbal and written communication skills
- Intermediate to advanced computer skills.
- Commitment to the Uniting Church ethos.

Desirable

- Appreciation of the long term goals of Pilgrim Uniting Church

Knowledge of

Essential

- Comprehensive knowledge of organisational policies and procedures
- Specialist knowledge of administrative and financial management systems gained through experience, training or education
- Knowledge of Work Health and Safety legislation and requirements

Desirable

- Tertiary education in a business related discipline.

Experience

Essential

- Proven experience in project management and communication to support the efficient and effective undertaking of tasks.
- Demonstrated experience in a similar role in a multi-disciplinary environment.

Desirable

- Proven experience in business administration.

Conditions

- The successful applicant will be required to undergo a criminal history reference check prior to appointment to the position.
- The successful applicant will work under limited direction from the Pilgrim Uniting Church Council.
- The successful applicant will work in close collaboration with the Chairperson of Council, the Ministers, paid staff and volunteers and chairpersons and members of committees and task groups.