



## National Council of Churches in Australia

### **NCCA – Safe Church Program**

#### **Administration Assistant**

#### **Information Package**

#### ***Type of Position***

Administration Assistant - 2days per week.

Part-time, permanent position

#### ***Location***

Level 7, 379 Kent St Sydney .

#### ***Applications***

Written applications should include:

- a Covering Letter addressing the selection criteria in the position description;
- your Resume; and
- 2 Referees with their daytime contact details.

Applications will be accepted by

email to [personnel@ncca.org.au](mailto:personnel@ncca.org.au) or ordinary mail.

Applications close: **Monday 23 February 2015**

Please call Elizabeth Stone if you have any queries on (02) 9299 2215.

Anglican Church

Antiochian  
Orthodox Church

Armenian  
Apostolic Church

Assyrian Church  
of the East

Chinese Methodist  
Church

Churches of Christ

Congregational  
Federation

Coptic  
Orthodox Church

Greek  
Orthodox Church

Indian  
Orthodox Church

Lutheran Church

Mar Thoma Church

Religious Society  
of Friends (Quakers)

Roman Catholic  
Church

Romanian  
Orthodox Church

Serbian  
Orthodox Church

Syrian  
Orthodox Church

The Salvation Army

Uniting Church

379 Kent Street Sydney

✉ Locked Bag 199  
Sydney NSW 1230

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☎ (+61 2) 9262 4514

🌐 [www.ncca.org.au](http://www.ncca.org.au)

ABN 64 493 941 795

***The National Council of Churches in Australia***

“The National Council of Churches in Australia gathers together in pilgrimage those churches and Christian communities which confess the Lord Jesus Christ as God and Saviour according to the scriptures and commit themselves to deepen their relationship with each other in order to express more visibly the unity willed by Christ for his Church, and to work together towards the fulfilment of their mission of common witness, proclamation and service, to the glory of the one God, Father, Son and Holy Spirit.” (*NCCA Constitution, Basis*)

The National Council of Churches in Australia (NCCA) is an ecumenical council of member Australian Christian Churches: the Anglican Church of Australia, the Antiochian Orthodox Church, the Armenian Apostolic Church, the Assyrian Church of the East, The Chinese Methodist Church, the Churches of Christ in Australia, the Congregational Federation of Australia, the Coptic Orthodox Church, the Greek Orthodox Church, the Indian Orthodox Church, the Lutheran Church of Australia, the Mar Thoma Church, the Religious Society of Friends, the Roman Catholic Church, the Romanian Orthodox Church, the Serbian Orthodox Church, the Syrian Orthodox Church, The Salvation Army, and the Uniting Church in Australia

The modern ecumenical movement began to take shape as the 19th century drew to a close. Initiatives among students and between church mission agencies led the way. This country saw the formation of the Australian Student Christian Movement (1896) and the National Missionary Council (1926).

Out of the devastation of World War II sprang the Australian Committee for the World Council of Churches (1946). This developed into the Australian Council of Churches which, in 1994, became the National Council of Churches in Australia.

The movement for Christian unity in this country was, initially, an Anglican and Protestant affair. Eastern and Oriental Orthodox churches came in, in strength, during the 1960s and 70s. For Catholics, the 2nd Vatican Council opened up fresh possibilities for relationships with other churches, and the transition to the National Council of Churches in Australia (1994) saw the Catholic Church become a full participant in Australia's national ecumenical body.

The NCCA is its nineteen member churches in their commitment each to the others and all to the world for which Christ died. It works in collaboration with state ecumenical councils around Australia. It is an associate council of the World Council of Churches, a member of the Christian Conference of Asia and a partner of other national ecumenical bodies throughout the world.

Further information on the NCCA can be obtained from the website: [www.ncca.org.au](http://www.ncca.org.au).

## ***Overview of the NCCA- Safe Church Program***

The Safe Church Program is an initiative of the NCCA and comprises the ***Safe Church Network*** of representatives of churches who are involved in aspects of Professional Standards and who provide support and input into NCCA Safe Church initiatives; the ***Safe as Churches? Conference*** events that are designed to provide networking and professional development opportunities for people involved in the prevention of and/or responding to church related misconduct and abuse issues, and the ***Safe Church Training Agreement*** which facilitates quality, sustainable, accessible, Safe Church workshops for local church leaders, provides resources and a voice into the wider community on Child Safe matters.

The Administration Assistant will be primarily involved with the SCTA and its members and training partners.

### ***Safe Church Training Agreement (SCTA)***

The Safe Church Training Agreement (SCTA) aims to make the Australian church a safer place by ***resourcing and facilitating collaborative, sustainable, quality, easily accessible, holistic safe church ministry training and implementation support.***

The SCTA began operating in 2008 with 15 denominations, dioceses and organisations sending their church leaders (volunteers and paid) to nationally recognised Safe Church training workshops. NCCA-SCTA endorsed workshops are presented by SCTA members who become training partners.

The SCTA is a self-funded service operating within the structure of the NCCA, with both NCCA member churches and non-member churches as signatories (SCTA members).

The SCTA unit administers the agreement. It operates the SCTA website, [www.safechurches.org.au](http://www.safechurches.org.au), designs, produces and provides training materials, coordinates all SCTA events, coordinates the cross-denominational Safe Church training calendar, provides information on safe church issues, offers Safe Church consultations and provides resources for Safe Church strategy implementation.

There are currently 34 church organisations comprising the membership of the SCTA.

This advertised position will be based in Sydney and will provide support to the National Coordinator who is currently based in Melbourne.

The position holder will undertake all administrative and clerical tasks relating to the Safe Church Training Agreement (SCTA) as per the duties listed on Page 4 of this Information Package.

## ***NCCA – Safe Church Program – Administration Assistant***

### ***Position Description***

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#### ***Reporting***

The NCCA-Safe Church Program Administration Assistant will report and be accountable to the National Coordinator, Safe Church Program.

#### ***Duties***

##### ***Administration***

- Update training calendars with Awareness workshops and Refresher workshops based on information received from members who arrange these workshops.
- Under the direction of the National Coordinator, instruct and supervise the issue of annual membership fee invoices to SCTA members.
- Follow up and ensure payment of all membership fees in arrears each year.
- Ensure monthly arrears reports are received from Business Services to monitor fees unpaid.
- Ensure monthly profit and loss statements are received from Business Services for the information of the National Coordinator.
- Ensure the Safe Churches website is maintained to be current and informative.
- Produce and print SCTA resources and communications when required.

##### ***Membership Relationships***

- Ensure efficient coordination of training partners Safe Church workshops via the SCTA calendar.
- Support the ongoing liaison with current members.
- Ensure national registration of endorsed trainers via the Safe Church database.
- Prepare Agreements on the instructions of the National Coordinator (NC) for co-signing by the NCCA and members.
- Answer all queries received from SCTA members and training partners, whether by telephone, email or in person relating to programmes and providing any other information as requested by the membership.
- Ensure the SCTA database is current, using the agreed method of receiving updates from members and training partners.

##### ***National Coordinator Support***

- Assist the National Coordinator in the co-endorsement process for the training partners' presenters as necessary.
- Arrange travel and hotel bookings for the National Coordinator as requested.
- Any other duties as required by the National Coordinator.

#### ***SELECTION CRITERIA:***

- Outstanding communications and interpersonal skills
- Friendly and efficient telephone manner
- Demonstrated ability to work within a team

- Proven ability to manage multiple tasks, meet deadlines and exercise judgement, discretion, confidentiality and initiative
- Proven ability to plan and prioritise work
- Attention to detail
- Sound knowledge of MS Word, MS Access, MS Excel, MS Powerpoint, MS Outlook
- Knowledge of the workings of Christian churches in Australia
- Knowledge of the working with children requirements is desirable.
- Australian citizen or resident with existing work visa.
- Sound knowledge and understanding of using Content Management Systems to update websites.

***REQUIREMENTS:***

- Sympathy with Christian values
- The ability to establish positive, collaborative relationships with all other teams within the NCCA.

***Salary Package***

The salary related to this position will be \$19,105 p.a. plus 9.25% superannuation. (The full-time equivalent salary is \$47,762 p.a. plus 9.25% superannuation).

***Term of Appointment***

This is a part-time (2 days per week), permanent position with an initial probationary period of three months.

***Skills***

The office uses PCs in a network. The appointed person will need to understand and support the principles of such a system, and the efficient use and maintenance of IT hardware and software.