

# Presbyterian Youth Victoria

## Administration Officer

### Requirements For Role

- Be a committed Christian, worshipping regularly in your home church
- Be in sympathy with the ethos and doctrine of the Presbyterian Church of Victoria (PCV)
- Able to effectively manage an office environment
- Able to communicate effectively by phone and email with stakeholders
- Knowledge and experience of Microsoft Office and/or Apple iWork programs
- Able to effectively manage multiple projects over long time periods
- Able to work unsupervised
- Have a valid WWCC
- Design skills and familiarity with InDesign (Adobe) would be an asset

### Aim Of Role

- To deal with the administration requirements of Presbyterian Youth Victoria (PYV), as delegated by the Youth Ministries Director and PYV Council.

### Reporting Structure

As Administrative Officer you are responsible to the PYV Council. Your direct supervisor is the PCV Youth Ministries Director.

### *Review Panel*

A Review Committee meets annually with the Youth Ministries Director and Administrative Officer to review their job performance, provide pastoral support, and to make recommendations to the CENC and PYV Council on the tasks carried out for each position.

## **Responsibilities Of Role**

Your duties can be broadly classified into the following categories:

### *Camps & Events*

- Research and booking of venues for camps and events
- Overseeing camp registrations
- Providing camp registration packs to Camp Registration Officers (This includes sign in and out sheets, payment sheets and First Aid sheets)
- Collecting and gathering items required (e.g. activity supplies, float for payments) prior to commencement of camp or event
- Preparation and printing of camp books\*\*
- Creating camp nametags
- Regularly communicating with Camp Convenors and Executive teams to help with the planning and execution of camps
- Attendance at pre-camp training weekends/days (if required)
- Writing (and re-writing) of camp job descriptions and event profiles based on feedback from Camp and Event Convenors

### *Website*

- Setup of camp and event registrations
- Preparation and sending of eNewsletter
- Ensuring website is kept up to date\*
- Updating of social media (Facebook, Twitter, YouTube etc)
- Sourcing (may include writing) news items for website
- Oversee maintenance of online database

### *PYV Council*

- Format and prepare correspondence on behalf of / as PYV Secretary when required
- Preparing agendas and taking minutes at all PYV Council meetings
- Providing guidance on the date for each PYV camp, event and training day
- Prepare a report for PYV Council and attend Council meetings
- Complete other tasks as delegated by PYV Council
- In the absence of a Treasurer, completing extra financial admin tasks as needed

### *Publicity*

- Coordinate publicity materials, including:\*\*
  - Design of posters, booklets, powerpoint slides, and other materials (if required)
  - Mailouts to Presbyterian Churches

### *Office / Assets*

- Banking monies following camps and events
- Issuing of and follow up of invoices and reimbursements
- Preparing payment authorisation forms and sending invoices to PCV Office for payment
- Arranging maintenance and repair of sound equipment\*
- Facilitating sound equipment hire\*
- Maintenance of supplies for the PYV Office

### *Work with Youth Ministries Director*

- Assist YMD as requested

\* In conjunction with relevant PYV council member

\*\* In conjunction with camp or event convenors

### **Position Details**

- 23 hours per week part-time position, with majority of work to be completed within business hours (9 AM - 6 PM, Monday to Friday) with occasional weekend work (usually Saturdays) also required
- Commencing March 2019
- Induction will include PCV Safe Church Training

Presbyterian Youth Victoria, as part of the Presbyterian Church of Victoria, is a Child Safe Organisation and complies with the Victorian Child Safe Standards. PYV has a commitment to child and youth safety and takes a zero tolerance approach to child abuse. All child facing roles will require the successful completion of a Working with Children Check.