

Processing & Project Officer Position Description

JOB TITLE: Processing & Project Officer

JOB TYPE: This is a Full-Time position with working hours between 9am-5pm. The appointee may be required to attend 'out of hours' meetings and events; this will be managed by negotiation and tracked by the maintenance of appropriate time in lieu records.

PURPOSE: The purpose of the Processing & Project Officer is the implementation and management of processes and requirements for various policies of CCVT, and to contribute where appropriate, to the writing, reviewing and revising of those policies. An important initial purpose will be the implementation of new CCVT Accreditation and Endorsement of Ministers and Supervision of Ministers policies and processes.

TENURE: This is a permanent position.

LOCATION: Normal working location will be at the Churches of Christ Centre, 1st Floor, 582 Heidelberg Road Fairfield. Undercover, secure parking is available.

ACCOUNTABILITY: The employer is CCVT Inc. (Churches of Christ in Victoria and Tasmania Inc.), reporting and accountability is to the CCVT EO.

SUPERVISOR/MANAGER: For day to day activities and performance this position reports to the Leadership Team Leader.

COLLABORATION: Also works collaboratively with the CCVT Executive Assistant, other key CCVT admin staff, and other members of the Leadership Team.

MAIN DUTIES/RESPONSIBILITIES:

CCVT

- Maintain CCVT's Salesforce database, including data integrity and efficacy.
- Create and update Salesforce database records as required for accreditation, endorsement, supervision, marriage licences, ministers, churches and agencies.
- Event registration and assistance (eg major annual CCVT event in May, various training events).
- Update and produce publications including the CCVT Directory and White Pages listings.
- Assist in requesting, data-processing, checking and analysing CCVT annual Census returns.
- Liaise with finance area to update Ministry Contribution amounts each year and review invoices before distribution.
- Maintain and update relevant information on CCVT website.
- Organisation of records, including both electronic and hard-copy files.
- Provide assistance to the broader CCVT administrative support team as required, and integrate with other administrative functions in CCVT.

ACCREDITATION, ENDORSEMENT, SUPERVISION, AND MARRIAGE LICENSING

- Manage processes and administration related to CCVT Accreditation, Endorsement, Supervision and Marriage licences (data entry, word processing, customer service), including annual reviews.
- Assist with enquiries and dissemination of information regarding Accreditation and Endorsement and Marriage Celebrant policies, including initial advice to enquiries on pathways to Accreditation and Endorsement.
- Assist the Team Leader of Leadership Function with the strategic rollout plans relating to the 'Accreditation and Endorsement of People in Ministry Policy' and 'Marriage License Policy'.
- Coordinate interviews, appointments and calendar of training events for accreditation, endorsement, supervision and marriage licences.
- Provide administrative support to the Accreditation and Endorsement Taskforce.
- Plan and coordinate the annual Ministry Endorsement Discernment Panels.

SKILLS & EXPERIENCE REQUIRED

- An understanding of the ministry dimension of the leadership roles carried by the executive staff.
- A willingness to adopt the core values and vision of CCVT Inc as expressed in the operation of the Churches of Christ Centre.
- Familiarity with, and understanding of, Churches of Christ – or a willingness to develop an understanding.
- A willingness to be flexible within a team environment, acknowledging that as a team we seek to be adaptive and responsive, with position descriptions seen as 'living' rather than static documents.
- The ability to actively contribute to positive relationships within the Centre.
- Ability to communicate with a wide range of people who telephone and visit the Centre.
- Sound knowledge and experience in operating Microsoft Office, and necessary software.
- Ability to handle correspondence, reports and mailings promptly and efficiently.
- Ability to demonstrate a high level of accuracy and attention to detail.
- Ability to coordinate events and attend when necessary.
- Excellent time management and organisational skills, with an ability to prioritise multiple tasks and meet deadlines.
- Ability to work independently and use initiative in fulfilling the purpose and responsibilities of the role.
- Maintain confidentiality within and without the Centre on all matters of CCVT business.

Applications must be received by: Friday 12 January 2017

Send applications to: hr@propcorp.org.au

All applications will be received and processed in confidence.