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| *Insert Parish logo here* |

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| Position title: | Office Administration Volunteer | Position reports to: | *Parish Secretary* |
| Positions reporting to this one: | None | Other key relationships: | Parish Pastoral Associate, Parish Priest |
| Position Purpose: | The role of the Office Administration Volunteer is to support the Parish’s mission to proclaim the Good News of the Gospel by assisting the Parish Priest, Parish Secretary and Parish Pastoral Associate in the operation of the Parish Office. | | |
| Qualifications and experience: | * Qualifications and/or experience in administration or office management highly desirable (or a willingness to learn administration skills). | | |
| Training: | * All volunteers must complete the Safeguarding Essentials online training module on an annual basis. * Roles which work directly with children and young people are required to complete the Working Safely with Children and Young People online training module every 3 years. * Please note: Volunteers aged 16-17 must provide parental permission prior to undertaking online training modules. Volunteers under 16 do not undertake online training modules. * Other training as directed. | | |
| Conditions: | * This is a volunteer role. * Expected commitment is ……. hours a week/month. * Must hold a current Victorian Working with Children Check or Victorian Institute of Teaching registration. * Volunteers aged under 18 are exempt from the requirement to hold a Working with Children Check. * Must apply for a Police Check or provide a recent Police Check if applicable. | | |

| Skills and attributes: |
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| * Commitment to the safety of children, young people and vulnerable people * Motivated to work within the Catholic Church environment and a strong commitment to its values * Honesty and integrity * Reliability * Responsibility * Willingness to work collaboratively as part of a team * Planned and organised * Willingness to participate in learning opportunities e.g. induction, training and development * Able to communicate effectively and respectfully with others * Flexible and adaptable * Respect confidentiality and privacy * Able to confidently utilise relevant technology e.g. computers, internet, social media, website * Experience of using a variety of relevant software packages * Excellent written and / or verbal communication skills, skills in customer service, typing, desktop publishing, record, financial or business management * Displays Gospel value of hospitality to people visiting or approaching Parish office for support or assistance |

| Key Results Areas: | Key Duties: |
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| Office Administration | Tasks may include but is not limited to:   * Customer service * Responding to telephone or email queries * Preparing church bulletins or booklets for special liturgies * Record management * Preparing or reissuing baptismal certificates |
| Training | * Skilled volunteers may be asked to assist in training other staff and volunteers. |