



Position Description

Position Title:	Administrative Assistant (0.8FTE)
Date:	April 2024
Location:	St Peter's Cathedral, North Adelaide
Reports to:	Cathedral Administrator
Positions Reporting to this Role:	Nil
Internal Liaison:	Cathedral staff and volunteers
External Liaison:	Synod Office, community members, visitors, venue hirers, contractors

1. Cathedral Overview

St Peter's Cathedral is an iconic church with a high public profile and an important civic role. Dating from 1869, the Cathedral is the seat of the Anglican Archbishop of Adelaide, and a focal point for the Anglican Church in South Australia. The Cathedral is led by the Dean, who is supported by a team of ordained and lay staff.

2. Cathedral Purpose and Objectives

The Cathedral is first and foremost a welcoming, open and inclusive place of worship. It has a particular responsibility for those who worship at the Cathedral, and its volunteers and staff. The Cathedral is a major tourist destination with a ministry of welcome and accompaniment for all those who visit it. It also has a unique civic function, especially in relation to significant public occasions and events, and is closely associated with the civic and community life of the city and region.

The Cathedral is working to grow its ministry, and it is anticipated that its impact on the local and wider community will increase in the coming years.

3. Duties and Responsibilities

Under limited direction, the Administrative Assistant's duties comprise:

- General administrative and clerical duties including:
 - Answering and directing phone calls, and responding to visitors to the Cathedral Office
 - Preparation of pew sheets and other publications, including the weekly e-News
 - Maintaining filing systems, contact lists and rosters.
- Regular maintenance of the Cathedral's on-line presence.
- Supporting internal and external venue hire.
- Opening and securing the Cathedral and other buildings.
- Provide support to volunteers.
- Provide back-up to and support for the Cathedral Administrator and Finance Officer.
- Other duties as assigned.

4. Essential Skills and Experience

- Proficiency in the use of the MS Office suite.
- Experience with website management (preferably Squarespace) and social media
- Excellent time management skills and the ability to prioritize work.
- Attention to detail and problem solving skills.
- Excellent written and verbal communication skills.

5. Desirable Skills and Experience

- Proficiency with Squarespace website software
- Experience with organization of events/concerts.
- Familiarity with the Anglican Church and Anglican liturgy.

6. Compliance and Organisational Requirements

- To gain and maintain Safe Ministry clearance in the Diocese of Adelaide.
- To abide by the policies, procedures and rules of the Cathedral and the Diocese of Adelaide in force for the time being.
- To have an understanding and appreciation of Christian values and be sympathetic to the values and work of the Anglican Church of Australia.

7. Terms of Employment

a. Employer

You will be an employee of the Anglican Diocese of Adelaide.

b. Remuneration

Your hourly wage for this position is \$29.66 per hour plus superannuation at the current minimum super guarantee rate. The annual salary for this part time (0.8FTE) position is \$46,274 plus superannuation.

c. Hours of Work

Your ordinary hours of work will be between the hours of 9 am and 5 pm, 4 days per week, for a total of 30 hours per week (0.8FTE). You are required to take a 30 minute unpaid meal break between the 4th and 5th hour of work.

d. Additional Hours or Other Duties

You may be offered additional hours in the Administrative Assistant role or in other roles in the Cathedral including Caretaking for functions and events and Verging at Weddings.

Additional hours within the hours of 7 am to 7 pm Monday to Friday, and 7 am to 1 pm Saturday, will be paid at the standard rate up to a total of 37.5 hours per week after which 1.5 time will apply.

Additional hours outside the hours of 7 am to 7 pm Monday to Friday, and 7 am to 1 pm Saturday will be paid at 1.5 time.

e. Probation

A probation period of 6 months will apply to this position, with formal reviews after 1 month and 3 months. During the probation period, the position may be terminated by either party giving 1 week's notice to the other party. Following successful completion of the probation period, you will become a continuing employee.

f. Performance Review

You are required to participate in regular performance reviews and performance development opportunities.

g. Physical Activity

Some tasks associated with the position require physical exertion including walking between the Office precinct and the Cathedral, lifting light to moderate weights and moving furniture using trolleys. If participating in Caretaking duties, lengthy periods of standing may be required.

h. Other Employment

You are required to advise your manager of any activities you are engaged in that involve some form of payment, unpaid work and/or are voluntary and can be considered *other employment* which may give rise to an actual, perceived or potential conflict of interest with your position at the Cathedral and/or as an employee of the Diocese of Adelaide.

h. Non-Award Position

The terms and conditions of this non-Award position have been developed with regard to the national employment standards under the Fair Work Act 2009. A copy of the Fair Work Information Statement is attached.

Current at 1 May 2024

Advertisement



Administrative Assistant
Salary \$46,274 (0.8 time)
North Adelaide

About the role

We are seeking an enthusiastic and committed person to fill a key administrative role in the day to day operations of St Peter's Cathedral.

Tasks and Responsibilities

- General administrative and clerical duties
- Regular maintenance of the Cathedral's on-line presence.
- Supporting internal and external venue hire.
- Opening and securing the Cathedral and other buildings.
- Provide support to volunteers.
- Provide back-up to and support for the Cathedral Administrator and Finance Officer.

Skills and Experience

- Proficiency in the use of the MS Office suite.
- Experience with website management (preferably Squarespace) and social media
- Excellent time management skills and the ability to prioritize work.
- Attention to detail and problem solving skills.
- Excellent written and verbal communication skills.

About us

St Peter's Cathedral is an iconic church with a high public profile and a leading civic role. Dating from 1869, the Cathedral is the seat of the Anglican Archbishop of Adelaide and a focal point for the Anglican Church in South Australia. A small staff team led by the Dean supports the Cathedral's mission in Christian ministry, civic engagement and welcoming visitors and tourists. The Cathedral is working to grow its ministry and it is anticipated that its impact on the local and wider community will increase in the coming years.

Applications in the form of a statement of up to 750 words explaining how you will apply your skills and experience to the role should be sent to office@stpeters-cathedral.org.au by 4 pm on Friday 24 May.

Inquiries can be directed to the Cathedral Administrator, Peter Burdon, on 8267 4551.