



Pilgrim Presbytery of Northern Australia Position Description PPNA Administration Support Worker (0.4)

The Presbytery

The Pilgrim Presbytery of Northern Australia (PPNA) has the same geographical area as the Northern Synod, which covers the Northern Territory, the Kimberley region of Western Australia and a portion of northern South Australia. The Presbytery has 13 congregations from Darwin in the north, to Alice Springs in the south, and from Nhulunbuy in the east to Broome in the west. Currently the Presbytery also has oversight of 3 RAAF Chaplains, 2 Patrol Ministers, 1 Hospital Chaplain, 1 Prison Chaplain, 2 teachers and 1 Dean of Students at Nungalinga College, and a number of part-time School based Chaplains.

Within this area, the Northern Regional Council of Congress (NRCC) operates as another Presbytery within the Synod. NRCC has oversight of the work with Aboriginal and Torres Strait Islander people as a regional council of the Uniting Aboriginal and Islander Christian Congress (UAICC). The Pilgrim Presbytery has a close and developing partnership relationship with the NRCC. Pilgrim Presbytery currently has pastoral oversight of 4 non-Indigenous Support Workers and Educators working within NRCC.

PPNA Administration Support Worker

The PPNA Administration Support Worker is a part-time (.4) position which represents approximately 2 days a week and is to be exercised flexibly in partnership with other responsibilities the Support Worker might have.

Currently this role is linked to a part-time (.6) Administration Support role with the Northern Synod. Both roles are carried out by working closely with members of the Northern Regional Council of Congress (NRCC) the Pilgrim Presbytery of Northern Australia (PPNA) and the Northern Synod. The role will be reviewed in November 2017 and annually there after.

.The three key roles of the PPNA Administration Support Worker include;

- Assisting in the preparation and smooth running of events and activities organised by the presbytery
- Complete administrative tasks as approved by the PPNA Chairperson or the PPNA Executive
- Personal Assistant to the Chairperson/Presbytery Ministry.

Outline of Responsibilities

The PPNA Administration Support Worker will seek to;

- Encourage and promote the Strategic Goals of the presbytery
- Receive, evaluate and disseminate materials and information that comes to PPNA so that appropriate resources are made available to congregations and ministry agents
- In consultation with the PPNA Chairperson, make arrangements for Presbytery events, including tasks such as booking travel, organising accommodation and food, booking venues and preparing mail outs
- Keep financial records associated with these events
- Maintain records related to Continuing Education for Lay leaders and Professional Development for Ministers and Pastors.
- Attend biannual meetings of the Presbytery and the PPNA Executive to record and circulate the minutes of these meetings
- Meet weekly (where possible) with the Presbytery Chairperson to ensure both are informed about coming events, what needs to be done in preparation and who else needs to have this information
- For the period of May 2017 – May 2018, prepare the PPNA Financial Reports

General

Location: Darwin
 Appointed by: PPNA Exec
 Responsible to: Chairperson/Presbytery Minister
 Memberships: Member of PPNA.
 Conditions: Outlined in the Conditions of Employments
 Review: The role will be reviewed in November 2017 (because it is dramatically different from the position description under which the current Administration Support Worker was employed) and annually thereafter.