



*Connecting with young people in their world*

## **Job Description**

### **Administrator for the New England Region**

#### **Our Mission**

*To build confidence, values and resilience in Australia's young people through significant relationships with adults who model the love of Jesus Christ.*

#### **Our Vision**

*To be the most influential model for positively impacting Australian high school young people for Christ with the resultant transformation of the wider community.*

<b>JOB DESCRIPTION FORM A</b>		<b>Name:</b>	<b>Date:</b>
<b>Department</b> <b>Position Title</b> <b>Special Conditions</b> <b>Position reports to</b> <b>Supervisory</b>	<b>Armidale Hub</b>		
	<b>Administrator</b>		
	<b>Part Time (1.5 day per week)</b>		
	<b>New England Area Manager</b>		
<b>New England Staff, Leaders, Committees, tenants at Young Life Australia College</b>			
<b>General Purpose</b> <ul style="list-style-type: none"> <li>General management and upkeep of New England region administration to assist ministry in the area to achieve Young Life Australia's mission and vision</li> </ul>			
<b>Job Overview</b> <ul style="list-style-type: none"> <li><b>Finances</b> – Ensure that all expenses are documented and requests for reimbursement are forwarded to National Office. Manage petty cash and travel card expense reimbursements. Monitor availability of grants and initiate grant applications. Assist with Fundraising events and donor communication.</li> <li><b>Communication</b> – Formal and informal communication between National Office and New England region. Local communication between the staff, volunteers and Committee.</li> <li><b>Area Administration</b> – Filing and management of documents, check mail and e-mail and respond as required, organise reimbursements and payments (i.e. Fundraising etc.), produce reports/documents when needed.</li> <li><b>Young Life College</b> – Perform administrative tasks relating to bookings, enrolments, fees, communications and recruitment.</li> <li><b>ETapestry</b> – produce and disperse eTapestry reports of donors' addresses for donor mail-outs. Assist maintain donor data base.</li> <li><b>Compliance/Risk Management</b> – Collect risk assessment forms from New England staff each semester, file and send to National Office. Collect risk assessment forms for all local camps and additional club activities and forward to National Office.</li> <li><b>Local Camps</b> – assist with pre-camp communication and administration with campers, their parents and volunteers.</li> <li><b>Club</b> – Ensure all leaders and staff have completed all necessary documentation.</li> </ul>			
<b>What success looks like for this role</b> <ul style="list-style-type: none"> <li>Smoothly operating administration procedures</li> <li>Good communication/relationships between Head Office, area staff, area volunteers and community and church groups</li> </ul>			
<b>Strategic Imperatives:</b> <ul style="list-style-type: none"> <li>Strong relationship with Area Manager and Committee Treasurer</li> <li>Good time management</li> </ul>		<b>Individual contribution to team targets:</b> To ensure that all members of the staff and committee are well informed and administratively supported.	
<b>Other Duties:</b> Be involved in Young Life Leadership training, attend club and activities.	<b>Experience Required:</b> Relationship with Christ, verbal and written communication skills, Microsoft Office skills.	<b>Education:</b> Diploma or higher in Business administration (or equivalent experience) is desirable. Must complete YL Leadership Foundations material.	

JOB DESCRIPTION FORM B		Name:	Date:
Core business responsibilities	Main Tasks	Time %	KPI's for review
<b>1. General Administration</b>	<ul style="list-style-type: none"> <li>File documents &amp; general upkeep of files.</li> <li>Check mail and e-mails regularly and action as required.</li> <li>Produce any reports/documents/letters as needed.</li> <li>Ensure any necessary forms are filled out and forwarded to appropriate body.</li> <li>In conjunction with area staff, produce annual calendar of events &amp; activities for the area.</li> <li>Regularly check eTapestry data base to keep records of supporters and donors up-to-date.</li> </ul>	<b>20%</b>	<ul style="list-style-type: none"> <li>Is paperwork filed and easy to find when needed?</li> <li>Are there unread emails?</li> <li>Is mail collected?</li> <li>Are reports/documents presented clearly?</li> <li>Is there an annual calendar?</li> <li>Are all forms completed?</li> </ul>
<b>2. Communication</b>	<ul style="list-style-type: none"> <li>Liaise regularly with Area Manager to remain up to date on everything.</li> <li>Communicate with National Office about area plans and events upcoming and past.</li> <li>Inform &amp; circulate any attached documents to leaders about certain events.</li> <li>Assist Area Manager with communication to donors and assist with newsletters.</li> </ul>	<b>15%</b>	<ul style="list-style-type: none"> <li>Does National Office know what is happening in New England?</li> <li>Are plans communicated between AM and admin?</li> <li>Do leaders have all documents they should?</li> <li>Are Donors receiving regular communication?</li> </ul>
<b>3. Committee</b>	<ul style="list-style-type: none"> <li>Follow-up Area Manager to agree meeting agenda with Committee Chair each month and ensure agenda is circulated to Committee/</li> <li>Attend committee meetings and type up minutes.</li> <li>Circulate minutes after committee meetings.</li> </ul>	<b>10%</b>	<ul style="list-style-type: none"> <li>Do all committee members have an agenda before meetings?</li> <li>Are the meeting minutes typed up promptly after meetings and sent out to members?</li> </ul>
<b>4. Finances</b>	<ul style="list-style-type: none"> <li>Bank all money received promptly and report details to National Office</li> <li>Arrange prompt reimbursement of expenses or payment of bills</li> <li>Manage petty cash and travel expense card reimbursements.</li> <li>Organise large payments that are to be paid (i.e. Fundraising)</li> <li>Work with Committees to complete grant applications.</li> </ul>	<b>25%</b>	<ul style="list-style-type: none"> <li>Are all receipts entered and reimbursed?</li> <li>Is money being managed appropriately?</li> <li>Is the petty cash being kept up to date?</li> <li>Are the invoices forwarded to National Office for payment?</li> </ul>

<p><b>5. Young Life College</b></p>	<ul style="list-style-type: none"> <li>• Ensure rents are paid on time by tenants and that contracts are up to date.</li> <li>• Book and facilitate outside complimentary training courses for Trainees such as, Mental Health First Aid Course, First Aid Course, and Safe Ministry training course.</li> <li>• Assist with local communication in promoting the College and opportunities for hall hire.</li> <li>• Follow up all interested in the courses and residencies. Send out acceptance information packs.</li> <li>• With the Area Manager, arrange and assist in interviews for shortlisted applicants</li> <li>• Together with the Residential mentor, oversee the cleaning and up keep program of the College</li> <li>• Give general support to Area Manager and Residential Mentor with other administrative tasks.</li> </ul>	<p><b>20%</b></p>	<ul style="list-style-type: none"> <li>• Are rent and course fees up to date? Are tenants followed up promptly if they have failed to pay? Is the Area Manager and National Office aware of outstanding unpaid amounts?</li> <li>• Are courses booked with good lead time for planning and advertising?</li> <li>• Is the College promoted well locally? How?</li> <li>• Are all interested in College events and courses communicated to promptly and appropriately?</li> <li>• Are notes being taken from interviews? Are they stored appropriately?</li> </ul>
<p><b>6. Church/Community</b></p>	<ul style="list-style-type: none"> <li>• Attend a local church and be involved in church activities as appropriate.</li> <li>• Liaise with schools, churches and community organisations.</li> <li>• Involvement in Young Life area activities.</li> </ul>	<p><b>10%</b></p>	<ul style="list-style-type: none"> <li>• Is the employee in good standing with local church?</li> <li>• Is the employee known in the community as a representative of Young Life?</li> </ul>