**Office and Facility Manager (Chosen Church)**

We are seeking a highly organised and proactive individual to join our church as an Office and Facility Manager. This role is crucial in ensuring the smooth operations of our office, managing our facilities, and supporting various administrative functions. If you are passionate about serving the church community and have a strong background in office management, human resources, and facility oversight, we would love to hear from you.

**Responsibilities:**

**1.     Human Resource Management**:

·       Develop and maintain employment contracts, policies, and procedures.

·       Conduct employee inductions and manage terminations effectively.

·       Ensure compliance with relevant employment laws and regulations.

. Build teams, recruit volunteers and delegate tasks when appropriate.

**2.     Risk Management**:

·       Implement and update policies and procedures to ensure a safe and secure environment.

·       Oversee first-aid procedures and coordinate training for staff and volunteers.

·       Manage insurance matters and handle incident and conflict management.

·       Conduct risk assessments and ensure compliance with Safer Churches guidelines.(Child protection policies)

**3.     Property Management**:

·       Oversee the maintenance and renovation activities of church facilities.

·       Coordinate property valuations and manage compliance with building regulations.

·       Ensure appropriate insurance coverage for the property.

·       Manage contracts related to property maintenance and repairs.

**4.     Financial Management**:

·       Prepare and manage budgets for various departments within the church.

·       Generate financial reports and liaise with external auditors.

·       Stay up to date with Australian Charities and Not-for-profits Commission (ACNC) requirements.

·       Maintain financial policies and procedures.

·       Collaborate with EMPROS (or any other relevant software) and the bookkeeper.

**5.     Service Planning Functions**:

·       Coordinate and manage rosters as requested.

·       Assist in the development and execution of service plans.

**6.     IT Management & Social Media**:

·       Manage subscriptions and maintain IT infrastructure.

·       Oversee the operation of printers and databases.

·       Coordinate communication functions, including SMS and email outs.

·       Contribute to the management of the church's social media presence.

**7.     Project Management**:

·       Undertake ad hoc duties as directed by the Senior Pastor.

·       Coordinate and manage various projects within the church.

**8.     Event Management:**

·       Collaborate with staff and volunteers to ensure successful event planning and execution.

·       Assist in coordinating logistics, scheduling, and resources for church events.

. Oversee marketing of facilities for hire.

**Qualifications and Requirements**:

* Previous experience in office management or a similar role is required.
* Strong knowledge of human resource management and employment laws.
* Familiarity with risk assessment procedures and conflict management.
* Understanding of property management and compliance regulations.
* Proficient in financial management, including budgeting and reporting.
* Excellent organisational and time management skills.
* Strong communication and interpersonal abilities.
* Proficiency in IT systems and social media platforms.
* Project management experience is highly desirable.

To apply for this position, please submit your resume and a cover letter outlining your relevant experience and how you can contribute to our church community.

We offer a supportive, inclusive and fun work environment committed to making a positive impact in people's lives.

Please email your application to [admin@chosenchurch.com.au] with the subject line "Office and Facility Manager Application."

Applications will be accepted until [July 30th 2023].

We thank all applicants for their interest, you will be contacted by email with a response to the outcome of your application.

Note: This position is starting at 2 days a week and may require occasional evening and weekend availability to support church events and services.

Kind Regards

Chosen Church