

## POSITION PROFILE

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Position Title: State Office Manager

Position Status: Permanent Part Time

Reports To: State President

Position Summary: To fulfil the administrative responsibilities of ACCWA:

- Communication
- Administration
- Facilitation
- Event Oversight
- Training

ACC Purpose:

We are committed to building a Holy Spirit empowered movement in which Churches can be planted, leaders can lead and people can fulfil their God given destiny to influence the world with the life of Jesus Christ.

Position Overview:

This position has the overall responsibility for the management of the ACCWA State office. Primary functions involve the administration of the State office including managing office staff, credential processing, events, ACCWA profile and communications, training of pastors, health and safety.

Job Responsibilities & Duties:

Specific responsibilities include, but are not limited to:

- Communication connection between ACC pastors and the State Executive, including connection with relevant State Executive portfolio, email updates, website maintenance, social media presence.
- Manage the ACCWA State office assets, including follow up of long outstanding pastoral fees and charges, strata and property maintenance, equipment and office technology.

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- Manage all credentialing processes, including marriage celebrants and interview of prospective credential applicants, new ACC church plants or transfers prior to application.
- Plan, organise and oversee the annual State Conference and other events such as Senior and Campus Pastors Dinners, Lift meetings, Workshops, Masterclasses and Round Tables.
- Plan pastors training and arrange for training of State Executive approved training programs.
- Manage State Office staff.
- Maintain the State calendar including scheduling the use of facilities.
- Safer Churches Officer for ACCWA. Manage ACCWA Church Health and Safety systems including Safer Churches and online Health and Safety system.
- Assists the State Secretary.

### Job Skills & Requirements:

- The role is one of an administrative nature which requires maturity and pastoral qualities. The applicant is required to demonstrate the character traits as stated for church leadership (1 Timothy 3:1-6, and Titus 1:5-9).
- Outstanding communication skills with the capacity to clearly inspire and articulate the Christian message and vision of the Movement.
- Excellent interpersonal skills to connect churches and ministers into the corporate life, goals and endeavours of the ACCWA.
- High planning, coordination and management skills.
- Strong business acumen and initiative.
- Team leadership skills.
- Loyalty to the State President and the ACCWA leadership team in word and deed.
- Commitment to confidentiality in all matters, both of ACC, churches and pastors.