**Appendix B – Position Description** (30 March 2023)

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# Executive Assistant and Project Officer (0.8)

# LCA Victorian District

1. **Position title:** Executive Assistant and Project Officer (0.8)
2. **Reporting to:** District Bishop
3. **Location:** District Office – on-site (currently at 755 Station Street, Box Hill)
4. **Organisational Goals:**

The Victorian District exists to promote the Objects of the Lutheran Church of Australia, the chief of which is 'to fulfil the mission of the Christian Church in the world by proclaiming the Word of God and administering the Sacraments in accordance with the Confession of the Church.'

LCAVD runs a small office. As a small business, all District staff are expected to pitch-in to achieve effective outcomes, as required.

1. **Primary Objectives:**

The Executive Assistant (EA) assists the District Bishop and District Administrator achieve the priority LCAVD strategies and goals by providing operational assistance to them in their duties.

The Executive Assistant also works with the District and its staff more widely by providing guidance and solutions, identifying processes improvements, generating communications and by helping run special projects and events. You are the first contact for many congregation officers’ questions.

In carrying out the role, the Executive Assistant will be an active Christian, committed to and supporting the mission and ministry of the LCA in his/her area of responsibility, upholding and implementing the policies of the LCA and the District and the laws of the land.

1. **The Role – Allocation of Effort:**

**40% Assistance to the Bishop**

* + Build relationships and knowledge of District
  + Screen and deal with enquiries at first contact
  + Manage Bishop’s email/mail – support efficient handling of correspondence by   
     filtering, sorting and answering routine correspondence (emails & any letters),   
     and ensuring all are allocated or handled and kept moving
  + Manage Bishop’s calendar and bookings – help allocate and manage Bishop’s time  
     allocation (including rest)
  + Organise external meetings – corral on behalf of Bishop, communicating in a  
     pleasant but business-like manner
  + Use and actively encourage others to file all documents in SharePoint   
     (in the most relevant section)
  + Extract and distribute Call Information
  + Initiate Pastor Celebrant applications
  + Assist with arrangements for Vacancy Pastoral Supply allocation and assist Bishop   
     with other related arrangements
  + Identify upcoming important programs or visits needed to get started/actioned   
     or planned for in a timely manner
  + Hear and consider differing views of future directions, helping to determine what  
     approaches to practically consider

**10% Assistance to the District Administrator**

* + Provide second review/sounding board, and knowledge of District
  + Facilitate staff meetings, annual retreat, and senior staff planning meeting
  + Assist with HR processes, and ensure that reviewers undertake staff reviews as   
     per schedule
  + Occasional ad-hoc assistance

**10% Font of knowledge, history and wisdom**

* + Provide guidance & advice to team members
  + Document and capture (and encourage) knowledge & proactively enter  
     appropriately into SharePoint, so others can access information needed to   
     support/handle routine enquiries

**15% Communications content**

**Note** – much of the implementation rests with the Administration Officer.

* + **Sourcing of District news articles/information** – including quizzing Bishop, DA,   
     PCS, etc, when they travel or talk with congregations (ditto for self)
  + **The Lutheran** – provide interesting and insightful Vic/Tas articles/topics to   
     Churchwide comms team, so we effectively share LCAVD activities.
  + **Prepare and produce** Call Letters, occasional PowerPoint presentations and   
     occasional rites.
  + **Preparing each quarter's 4 talking points with District Administrator**, ahead of   
     each Feb, April, July & October staff meeting.

**20% (average) Major events** (note: generally full-on or full-off)

**Bishop / Assistant Bishop:**

* + Pastors Conference
  + District oversight of CEP Committee, for CEP event.

**DCC / DA:**

* + Convention of Synod (Note: will obtain additional assistance if several overlap or   
     involve unusually large efforts.)

**5% Other, including:**

* + actioning recognition of events / life milestones, including: celebration; success;   
     condolences; recognition of/thanks for service letters; staff birthdays; etc
  + ongoing Professional Development
  + any other duties or projects as required to ensure smooth running of the small office.

1. **Personal Attributes:**
   * A genuine desire to serve the Lord in a significant role in the church.
   * Personal warmth, courtesy, and purpose.
   * A positive attitude with a willingness to perform varied tasks.
   * Self-motivated and energetic, with a good work ethic.
   * Have an action orientation
   * Strong organisational skills, good judgement, and the ability to work collaboratively as well as independently.
   * Enhance the office morale by your contribution and presence.
   * The capacity for learning new tasks and skills.
   * An ability to periodically work out of hours for occasional meetings and significant District events.
2. **Competencies and Behaviours**
   * A servant heart within the context of the Christian faith and the LCA.
   * Accurate and orderly, capable of prioritising work, with high throughput and productivity.
   * Excellent communication and interpersonal skills.
   * Able to function with little supervision; proactive in planning and use of independent judgement.
   * Able to effectively organise, collate and prepare information for others.
   * Able to manage the receipt, input, tracking and distribution of correspondence, data and documentation.
   * Discrete and able to keep information strictly confidential.
3. **Educational Levels and Experience**
   * Minimum education is to have completed year 12.
   * Strong computer skills, particularly in Microsoft applications (Word, Outlook, Excel, PowerPoint and SharePoint) and internet information and tools.
   * Experience in office tasks and personal assistance.
   * A track record of achievement in new tasks and challenges, in cooperation with others.
   * Familiarity with the LCA and the Victorian/Tasmanian District.
4. **Term of Office:**

This is a four and a half [4 ½] year fixed-term appointment, with a formal appraisal at twelve months. It runs until close of business Friday 24th December 2027.