



POSITION DESCRIPTION

General Information			
Position Title:	Executive Assistant - Director of QB Services/Manager – Church Support Services		
Division:	QB Services – Operations Team		
Reports to:	Director of QB Services		
Employment Status:	Full Time	Date:	June 2022

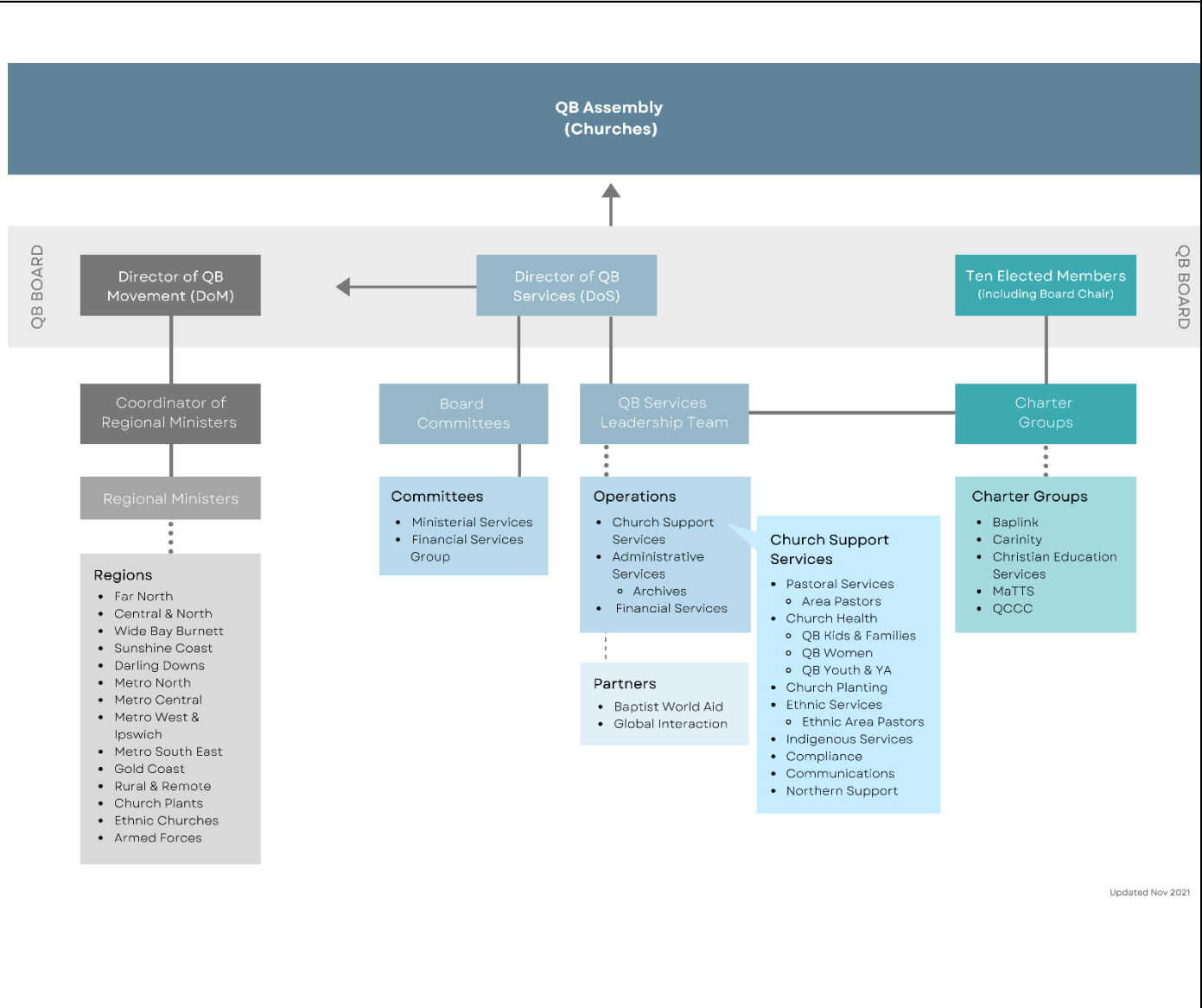
Position Purpose
<p>The purpose of this role is to provide high level executive assistance to the Director of QB Services who provides strategic direction and operational leadership to the diverse range of ministry areas that make up QB Services. In addition, this role functions as Manager for Church Support Services. This involves managing and leading the Field Ministry Team who support the QB Services team in the areas of administration, event planning, marketing, pastoral services, church health, CALD churches, church planting and communications and engagement. This aspect of the role provides an important conduit to the Director of QB Services for strategic oversight.</p>

Organisation Direction and Priorities
<p>Mission of the QB Movement The QB Movement is a committed community of Queensland Baptist churches and their ministries working alongside and with each other under Christ to serve the mission of God throughout Queensland and beyond.</p> <p>Mission of QB Services. QB Services is a diverse group of collaborative specialist ministries that through Christ exist to support, equip, and empower the QB Movement with a significant engagement with churches.</p> <p>Vision of QB Services Collaborating to resource churches (to function healthily, mission effectively and disciple intentionally) and to mission strategically on behalf of the QB Movement.</p> <p>QB Priorities</p> <ol style="list-style-type: none"> 1. Biblical Authority. The truth of Scripture centred in Jesus is fundamental to all our beliefs and practices. We study and preach the Bible, and we live its truth enlivened by the Holy Spirit. 2. Faith-filled Prayer. In God’s grace, through prayer, he offers us an important role in the growing kingdom. We intentionally foster faith-filled, individual, and corporate prayer. 3. Collaborative Autonomy. We fully support the autonomy of the local church and we also value collaboration – learning from each other, serving each other and working together. 4. Servant Leadership. We believe that God equips and appoints servant leaders in our churches and Movement. We are committed to developing and supporting these leaders. 5. Effective Mission. We are committed to humbly and boldly sharing God’s good news of salvation, reconciliation, and triumph over evil, through the cross and resurrection of Jesus. 6. Intentional Discipleship. Drawing on our resources and gifts, we intentionally develop effective methods of spiritual formation to grow disciples of Jesus to be salt and light. <p>In the structure of QB Services, Church Services is a team of dedicated professionals working collaboratively to support churches as they navigate a complex and diverse range of church health, pastoral, financial, legal, compliance and human resource related aspects of their church ministries.</p>

Important Collaborations	
Reports to:	Director of QB Services
Direct Reports	Field Ministry Support Team (including Engagement & Communications Officer)
Main Collaborations	QB Services Team
Other Collaborations (internal)	Operations Team Church Support Services

	Charter Groups
Other Collaborations (external)	Churches, Pastors, Consultants and other organisations

Organisational Chart



Updated Nov 2021

Key Areas of Performance	Key Position Functions
Executive Assistance	Provide the initial point of contact for employees and other external partners, for accessing the Director of QB Services
	Manage information flow in a timely manner and with accuracy
	Manage scheduling – calendars, meetings, travel etc.
	Monitor emails
	Draft correspondence, emails etc.
	Prepare agendas, record minutes, track action items and maintain effective and accurate electronic filing systems
	Prepare and edit content as required
	Plan strategically to ensure effective use of time, resourcing, and issue management
	Provide the highest level of confidentiality and discretion
	Where appropriate and as required, speak on behalf of the Director of QB Services, reflecting his/her intentions and positions accurately and informatively
	Provide support to the Director of QB Services in areas that extend beyond the immediate QB responsibilities of the role, for example on other committees and working groups etc.

Church Support Services	Manage the pipeline and delegation of workflow taken on by the field ministry support team as they support pastoral services, church health, CALD churches, church planting and communications and engagement.
	Oversee QB marketing and communication
	Provide direction to the Engagement & Communications Officer
	Provide strategic guidance and project management assistance to initiatives in the areas of marketing, communications, campaign management, comms plans and social media.
WH&S	To operate within all WH&S guidelines and requirements
General	Complete other tasks as directed

Selection Criteria	
Minimum Requirements	Previous experience as an Executive Assistant or Administrator preferably in a high paced environment
	Tertiary level qualifications preferred
	Demonstrated management experience
	A Working with Children Check is required
Key Characteristics	Active member of a QB church
	High attention to detail
	Strong time management and administration skills
	High level written and oral communication skills
	Energetic and focused
	Ability to manage competing priorities
	Solution oriented
	High level of initiative and adaptability
	Demonstrated leadership experience
	Committed to achieving best possible outcomes and work within allocated timeframes
	High level interpersonal communication skills
	High level competency in Microsoft Office suite
Teachable and willing to learn new things	

Key Performance Indicators
<ul style="list-style-type: none"> - Positive relationships - High quality outputs - Accuracy - Meeting timeframes - Making valuable contributions

Acknowledgement	
I acknowledge that I have read and understood the key responsibilities described in this Position Description and agree to carry out my duties to meet these outcomes to the best of my ability. I also understand that at times I may be required to undertake other duties relevant to the position that are not listed in this statement. I have received a copy of this Position Description for my records.	
Employee	Employer
Name:	Name:
Signature:	Signature:
Date:	Date: