



POSITION DESCRIPTION

General Information			
Position Title:	QB Field Ministry Support Officer		
Division:	QB Services – Operations Team		
Reports to:	Manager – QB Church Services/EA to Director of QB Services		
Employment Status:	Full Time	Date	November 2022

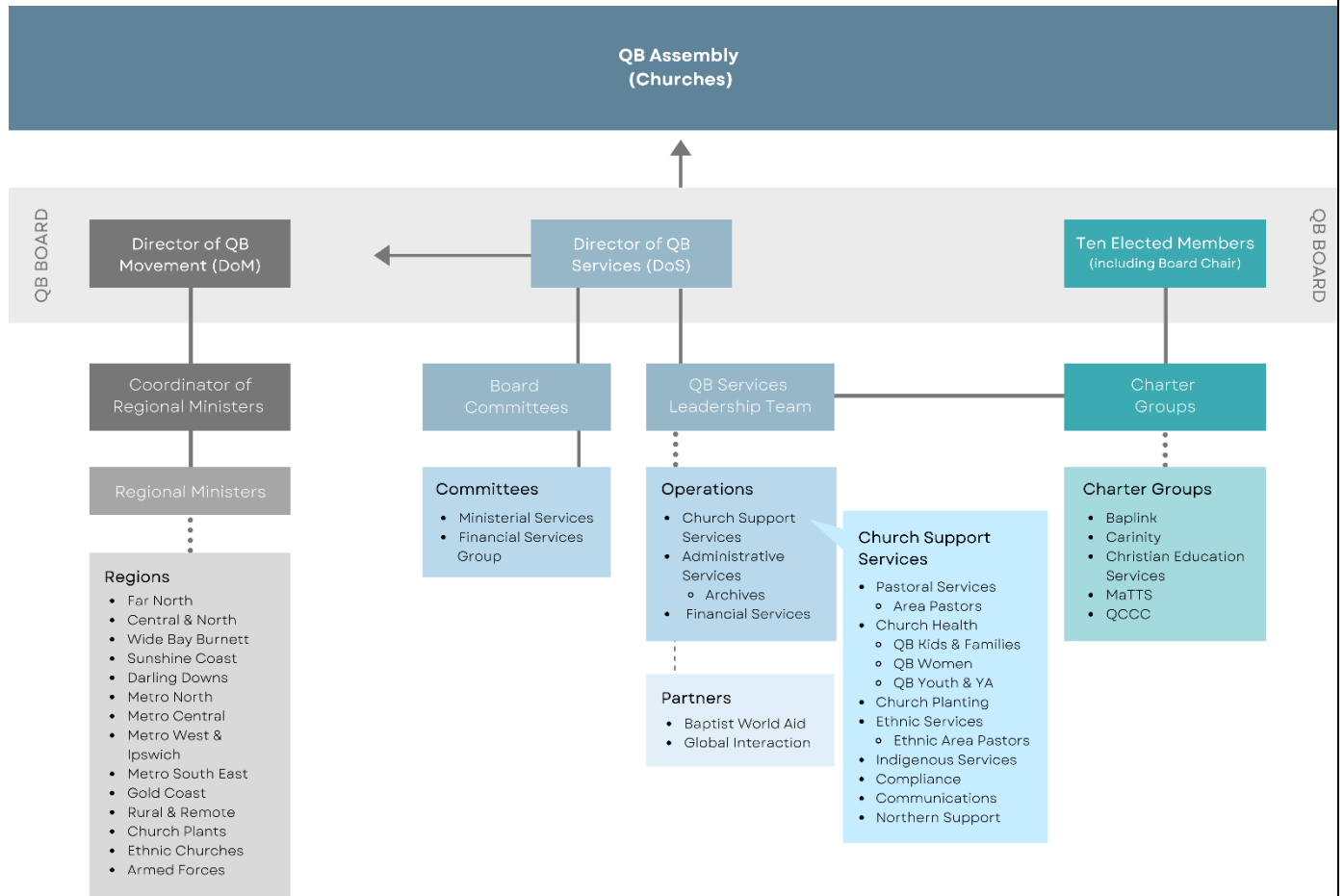
Position Purpose
<p>The role of Field Ministry Support Officer is to provide high level administrative support across the various services offered to churches by QB Church Services (Church Health, Pastoral Services, Church Planting, Ethnic Services, Indigenous Services, Compliance etc.)</p> <p>You will also be responsible for assisting with providing high level, accurate, timely and engaging communications material to support the internal and external communication objectives of Queensland Baptists and its ministries. The role will encompass a wide variety of tasks associated with social media platforms, content creation and facilitating events, and will have an overall focus on telling our story and advocating this to our Movement.</p>

Organisation Direction and Priorities
<p><i>Mission of the QB Movement</i></p> <p>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><i>Mission of QB Services.</i></p> <p>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><i>Vision of QB Services</i></p> <p>Collaborating to resource churches (to function healthily, mission effectively and disciple intentionally) and to mission strategically on behalf of the QB Movement.</p> <p><i>QB Priorities</i></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, Administrative Services is a team of dedicated professionals working collaboratively to support churches as they navigate a complex and diverse range of financial, legal, compliance and human resource related aspects of their church ministries.</p>

Important Collaborations	
Reports to:	Manager – QB Church Services/EA to Director of QB Services
Direct Reports	Nil
Main Collaborations	Manager – QB Church Services/EA to Director of QB Services

	Administrative Support Team Church Services Team
Other Collaborations (internal)	Operations Team
Other Collaborations (external)	Churches, Pastors, Consultants

Organisational Chart



Updated Nov 2021

Key Areas of Engagement	Key Position Functions
Administration	Coordinate and complete administrative assistance as required to the Church Services team including but not limited to: <ul style="list-style-type: none"> Pastoral Services Ministerial Services Church Health Church Planting Indigenous Services Ethnic Services
Communication	Compose and prepare internal and external communications
Website	Prepare and manage content for WordPress websites

Design & Production	Experience using Canva, the Adobe suite and Mail Chimp
Social Media	Collaborate on content creation, posting to and monitoring social media accounts
Events	Coordinate and complete tasks related to various events.
Projects	Provide assistance with projects under the direction of the Manager – QB Church Services
WH&S	To operate within all WH&S guidelines and requirements
General	Complete other tasks as directed

Selection Criteria	
Core Competencies	Strong time management and administration skills
	High level verbal, written and interpersonal communication skills
	Highly committed to work confidentially with sensitive information
	Capacity to multi-task and prioritise across a diverse range of focus areas
	High attention to detail
	Committed to achieving best possible outcomes and work within allocated timeframes
	High level competency in Microsoft Office suite
	Experience using Mail Chimp, CANVA, and WordPress (desirable not essential)
Key Characteristics	In relationship with Jesus
	Demonstrates Christ like character
	Active member of a QB church
	Energetic and focused
	Solution oriented
	Motivated to improve and impact positively
	Teachable and willing to learn new things
	Initiative
Adaptability	

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: