

# Position Description

**Role Title:** Victorian Administration Support

**Allocation:** Casual (15 hours per week) negotiable

**Date Prepared:** December 2022

## **POSITION DESCRIPTION: VIC Administration Support**

### **A. POSITION OVERVIEW**

The purpose of this Administration Support role is to be part of the CEN Victorian team in providing administrative support for the State Executive Officer and the State Council in engaging with and supporting member schools in the vision and outworking of Christian Education.

### **B. PERSONAL CHARACTERISTICS & GENERAL ROLE EXPECTATIONS**

The following attributes are important for the role:

1. An actively demonstrated personal Christian faith.
2. Respect, promote and work within the organisational authority structure of Christian Education National
3. A demonstrated commitment to serving Christ in Christian education as stipulated in the mission, vision and core values of Christian Education National (CEN).
4. Relevant qualifications and/or experience that are appropriate for this position.
5. An ability to communicate in a manner that maintains the respect of the wider Christian Education community.
6. High level organisational, communication and interpersonal skills in dealing with all members of the CEN community.
7. A willingness to work in harmony and close collaboration with other members of the Christian Education National team.
8. Personal qualities such as adaptability, initiative, versatility, enthusiasm, optimism and the ability to work within a constantly changing environment.
9. A demonstrated commitment to professional self-development in the field of Christian Education.

*NB. Copies of the Constitution, the Vision and Core Values Statement can be found on the CEN website*

### C: MAIN FUNCTIONS & RESPONSIBILITIES

<b>Duties</b>	<b>Position Expectations</b>
<i>VIC State Support</i>	<ul style="list-style-type: none"> <li>• Assist planning and registration of quarterly Principals and State Council meetings.</li> <li>• Assist SEO with planning and arrangements for State conference and other events.</li> <li>• Provide support to State council, attend meetings and take minutes as requested.</li> <li>• Assist the SEO in administration relating to key areas of delivery eg network meetings, conferences, training days.</li> <li>• Other administrative tasks as required.</li> </ul>
<i>VIC SEO Support</i>	<ul style="list-style-type: none"> <li>• Assist in booking school visits and coordinating SEO's calendar.</li> <li>• Assist VIC SEO in providing support to schools such as following up enquiries.</li> </ul>

### D. ACCOUNTABILITY

The VIC Administration Support role is responsible to the VIC State Executive Officer, and the Victorian State Council.

<b>Signed by Employee</b>	<b>Signed by Manager</b>
<b>Date:</b>	