



Position Description

Administrative Assistant, Wesley International Congregation - Ryde

Wesley Congregational Life
November 2025

Agreement

Signed – Manager

Signed – Employee

Date

Date



Administrative Assistant

Wesley Congregational Life

1. Overview of Wesley Mission

Wesley Mission delivers services and programs to provide direct relief of poverty, sickness, suffering, distress, adversity, disability, destitution, and helplessness in New South Wales and other parts of Australia as inspired by the work of Jesus Christ in word and deed. Our vision is to:

“Do all the good you can, by all the means you can, in all the ways you can, in all the places you can, at all the times you can, to all the people you can, as long as ever you can”.

Out of Christian love and compassion we are driven by Christlike servant hood, unfailing integrity and courageous commitment.

2. Overview of Wesley Congregational Life

Wesley Congregational Life is the spiritual heart of Wesley Mission and seeks to grow Christ-centred communities through:

- Worship services and our diverse and vibrant congregations across Sydney
- Connecting and empowering our community service ‘Deed’ ministry through Chaplaincy
- Establishing and growing the presence of the church in Sydney

3. Overview of role

Wesley International Congregation (WIC) is a vibrant community that is both multi-cultural and family-friendly. It has one service based in the Sydney CBD and the other at Ryde Public School.

The primary focus for this role is to assist in general running and operations of the congregation as well as provide administrative support to the Pastoral team.



4. WCL Relationships and beyond

- **Reporting to:**
 - WIC Ryde Lead Pastor, Wesley International Congregation
- **Working with:**
 - Pastors, Elders, Ministry Leaders and Congregation Members of Wesley International Congregation;
 - Wesley Congregational Life staff;
 - Corporate services provided by Head Office, e.g. Finance and Accounting, Legal, Communications, Fundraising, Property management and Human Resources;
 - External stakeholders such as Uniting Church staff, government departments, service providers, industry associations and corporate partners.

5. Key Areas of Responsibility

Sunday Service	<p>Coordinate and facilitate the smooth operation of Sunday services:</p> <ul style="list-style-type: none"> • Preparation and distribution of all run sheets and service scheduling • Supporting ministry leaders with communication and rostering including MC, preaching, Worship, offering collection, attendance recording, cleaning, morning tea, ushering and welcome, setup and packdown, AV. • Assist congregation members with room and AV setup needs • Coordinating announcements including timing & vetting for service • Liaise with the WCL Administrator to ensure the preparation, printing and distribution of the Order of Service and associated printed materials for the service • Preparing, maintaining and communicating the preaching schedule
Team Administration and Meetings	<p>Provide administrative support to WIC Ryde in the management and facilitation of ministry programs, meetings, projects, activities and events throughout the week:</p> <ul style="list-style-type: none"> • Meet and consult regularly with the WIC Pastoral Team and WIC Ryde Core Team; • Assist in the scheduling of meetings during the week and diarising upcoming events; • Maintain and update ministry and contacts database; • In conjunction with the WCL Administrative Assistant, assist WIC Ryde congregation members with the processing of any reimbursement claims or procuring stationery and supplies; • Support the WIC Ryde Core Team who give spiritual oversight to the members and attendees of the congregation and to develop, implement and review strategies to improve ministry in the congregation; • As directed by the WIC Ryde Lead Pastor and any other delegated pastors, perform other duties not inconsistent with the functions and role of a ministry worker. • Assist in building management including coordination of cleaners, landscapers, and security.



	<ul style="list-style-type: none"> Assist in maintaining a safe environment for all congregational activity. This includes maintaining Culture of Safety records to ensure congregations are up to date with safety training and coordinating additional training sessions with the Uniting Church.
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6. Other Professional Responsibilities

Values Driven Service Culture	<ul style="list-style-type: none"> Proactively support a positive service culture across all service areas and provide leadership that is supportive, non-judgemental and reflective of Wesley Mission's values; Regularly meet with an approved and qualified person for regular supervision; Participate in ongoing training, staff satisfaction surveys and recognition activities as required; Undergo appropriate in-service training to enhance the skills required for the work of ministry in which he/she is engaged.
Positive Stakeholder Relationships	<ul style="list-style-type: none"> Work with other staff and teams across Wesley Mission as well as the wider work of the Uniting Church as required; Maximise missional engagement of the congregation with other congregations, Christian groups and communities, and Wesley Community Services; Attend significant social/ministry events, worship services and formal meetings within Wesley Mission as required.
Financial Accountability & Sustainability	<ul style="list-style-type: none"> Adhere to established financial policies and procedures relevant to Wesley Congregational Life and Wesley Community Services portfolios that this role works alongside with; Participate in environmentally positive work practices.
Effective WH&S & Risk Management	<ul style="list-style-type: none"> Be appropriately responsible under the Work Health and Safety legislation for the health and safety of persons for yourself and whom you are responsible in compliance with all site procedures; Adhere to policies and procedures addressing the requirements of Equal Employment Opportunity, Anti-Discrimination, Affirmative Action and Work Health and Safety.
Validated Compliance Standards	<ul style="list-style-type: none"> Participate at least annually in the Mission's Personal Review and Development Process; Demonstrates commitment to Continuous Quality Improvement and the Accreditation Process; Participates in the collection of information and data for quality improvement activities as required; Practices within the guidelines described in the Code of Conduct and Ethics and other Statutory requirements.
Confidentiality and Privacy	<ul style="list-style-type: none"> Demonstrates an understanding and strict compliance with the protocols, policies and procedures concerning privacy, dignity and confidentiality.



7. Selection criteria

To be successful in this position, candidates must possess the following:

Demonstrated behaviours

- commitment to and trust in the Lord Jesus Christ together with suitable knowledge and understanding of the Christian faith
- invested into the life of WIC and regularly attends WIC services;
- attention to detail and follows through on commitments;
- resilient, flexible and able to remain calm in stressful situations;
- strong relationship building skills to ensure collaboration with stakeholders;
- excellent communicator and strong negotiation skills;
- an excellent planner and organiser;
- demonstrated ability to work unsupervised as well as in a team environment;
- effective team player with a positive can-do attitude;
- humble and lives out a servant heart;
- discretion and respects confidentiality;
- creative, takes initiative and has a willingness to try new things;
- high level of energy and drive

Essential skills/knowledge

- minimum 3 years' experience as an Executive Assistant or equivalent
- excellent verbal and written communication skills
- outstanding interpersonal skills, flexible and positive attitude, with ability to relate well with a variety of people such as Pastors, Ministry Leaders, diverse range of congregation members and organisational staff.
- excellent computer skills in MS Outlook, PowerPoint, Word and Excel.
- graphic design skills are desirable

Other Requirements

- Hold and continue to hold a WWCC issued by the NSW Office of the Children's Guardian
- Hold and continue to hold an entitlement to work in Australia

8. Role details

This is an 15.2 hour/week role on a fixed-term 12-month contract. You will need to have (or obtain) a Working with Children Check and have a commitment to support the values of Wesley Mission.