

## Part Time Administrator 20 hours per week

Presbytery Central requires a highly skilled Administrator for 20 hours per week and is required to work a minimum of two days in Palmerston North.

Presbytery Central's primary function is to facilitate and resource the life, worship, spiritual nurture and mission of the congregations for which it has oversight. Our region includes all the previous Presbyteries of Taranaki, Manawatu Wanganui, Wairarapa and Gisborne-Hawkes Bay. We seek an exceptional administrator who can support and facilitate the work and communications of our new Presbytery.

### The role requires you to have:

A minimum of five years' administration experience.

Intermediate word processing skills, particularly in Word and Excel.

Experience with **web document management** and electronic working papers.

Experience in the Presbyterian Church or a similar denomination.

Have knowledge of the culture and function of a Presbytery.

Able to conduct yourself in accordance with the Presbytery's code of ethics.

A member of a local church.

High level of analytical skill for comprehensive data management.

A logical problem solving approach at all times.

Secretarial experience in minute taking and report writing.

Can communicate sensitive and confidential information to relevant stakeholders.

Ability as a cheerful self-starter who can anticipate what is required to serve the Presbytery.

Highly organised event planner with the ability to plan, deliver, manage and evaluate events.

Be able to explore and implement new ways of delivering services that contribute to the improvement of the Presbytery Administration function.

A clean and current driver's licence.

The Administrator will work closely with the Presbytery Convener who is based in Palmerston North. The ideal applicant will need to be in close proximity to work in Palmerston North for a minimum of two days a week.

The position offers flexible working locations with flexible working hours, and we offer performance based remuneration starting at \$22 per hour.

This is an outstanding opportunity to be part of our new Presbytery Central so don't delay. Click apply. Start date will be April 15th 2013 but can be negotiated with the right person.

Applications close March 22nd 2013.

Please email your **CV and covering letter** specifically outlining why you are suited to this role.

Job Position Description available on request and application forms will be emailed upon receipt of your expression of interest.

**Rachel Locke-Shepherd**  
**Administrator**  
**021 1182765**

Email: [Rachel@stalbans.org.nz](mailto:Rachel@stalbans.org.nz)