

## Position Description

### ACC NSW SRE Administrative Assistant

#### Purpose of the organisation

**Australian Christian Churches** (ACC) is a movement of Pentecostal Churches in voluntary cooperation. Each individual church is self-governing but commits itself to work together with other churches in the movement for the purpose of mutual support and the spread of the gospel in Australia and the world. More information on ACC's history, leadership and beliefs can be found on our website [www.nswacc.org.au](http://www.nswacc.org.au)

A useful (though not perfect) analogy, is to think of ACC as an 'industry association', where ACC:

- Provides support services in the form of template constitutions, policies, procedures and guidelines,
- 'Licenses' practitioners via our ACC Credential and church registration application/renewal processes,
- Performs an investigatory/disciplinary role where our pastors are alleged to have breached the ACC Code of Conduct,

In addition to the above, a number of ministries have been established under the ACC banner, including:

- [ACC International](#) (International Missions and Disaster Relief),
- [Alphacrucis University College](#)
- [ACS Financial](#)
- [ACC Chaplaincy Australia](#)
- [ACC Community Engagement](#)
- [ACC Indigenous Initiative](#)
- [Youth Alive](#)
- [ACC Kids](#)
- [ACC SRE](#)

<b>Role Hours</b>	Permanent Part-Time (15 hours a week)
<b>Location</b>	NSW
<b>Positions that this person works alongside</b>	SRE Leader(s)
<b>Positions that this person reports to</b>	State Office
<b>Role Salary</b>	Approx. \$25,000 + 12% Super

### Purpose of the position

- Work with churches and providers to provide every student in NSW with the opportunity to question, explore and discover the Christian faith for themselves through engaging and relevant SRE lessons, taught by passionate and trained educators in NSW public schools

### Qualifications and Previous Experiences

- The successful candidate should be proficient in...
  - o Office 365 suite of applications
  - o Working with database (salesforce preferred)
  - o Working with various software programs (such as Brushfire & Wix)
- Have strong administration and organization skills

### Key accountabilities

Support and manage our NSW SRE teachers....

- Assist with the process to authorise NSW ACC SRE teachers
- Oversight of the SRE database
- Checking SRE teachers are up to date with their training
- Provide a high level of customer service to SRE teachers, Schools and Churches
- Joining the team who supports and liaise with ACC NSW & ACT Pastors & Churches

## Key behaviours

- The office is staffed with Strong Christians who have a passion for their own faith and who want to support the success of the movement
- Ability to maintain a high level of confidentiality
- Demonstrated experience in providing high level executive administrative support
- Highly organised with proven time management skills and able to manage competing priorities with set timeframes
- Excellent communication skills with the ability to liaise with multiple leaders
- Ability to work under pressure with high prioritisation skills
- Strong attention to detail
- Strong written and verbal communication skills; including the ability to listen, understand and respond to the enquiry in a professional manner.
- Ability to resolve conflict
- Ability to work collaboratively in a team environment, with or without supervision
- To contribute to team morale with a positive attitude

## Role Description

### **OVERSEE AND COORDINATE NSW SRE TEACHERS**

#### **SRE Applications & Database management**

- Current SRE database is on excel
- Working towards moving the database onto the national ACC database platform (salesforce) – in process
- Processing SRE teacher applications and renewals
- Maintaining SRE database with updated details when received
- Verifying 'Working with Children Check (WWCC)' numbers on the Children's Guardian website
- Liaising with SRE teachers when new training needs to be completed, compliance documents are needing to be renewed etc.
- Printing and posting Authorisation cards
- Keeping churches up to date with SRE teachers attending their church
- Contacting churches with SRE teachers to obtain a copy of Insurance papers.
- General admin support to the SRE State Leader
- Team environment including the Youth Alive SRE 'Field Development Officer'

## Application

Applications should be directed to [admin@nswacc.org.au](mailto:admin@nswacc.org.au), including

- Cover letter
- CV/Resume outlining relevant experience
- References and/or Referees (1 to be from your Senior Pastor)
- Applications close Friday 31 January 2026