

2022 CCCNZ National Administrator Role Description

Title: CCCNZ National Administrator

Responsible to: CCCNZ Ambassador

Purpose of the Role

Provide robust administrative support that will assist administrative leaders in our churches and support ministries to flourish through growing the gospel across New Zealand, in line with the theological and spiritual ethos of our organisation.

Responsibilities

Resourcing churches & support ministries and trusts:

- Keep abreast of legislation with appropriate liaison, as it relates to church and support ministry administration, this includes Remuneration, Privacy, Sexual Abuse, Charities, compliance, financial reporting and Health and Safety.
- Create and coordinate teams of qualified people for our churches and support ministries to connect with for formal advice.
- Coordinate and provide support to churches and support ministries utilising network contacts on finance, accounting, loans & investments, taxation.
- Monthly administrative emailing to churches and support ministries, keeping them up-to-date.
- Coordinate and run workshops, summits and webinars to upskill administrators within the movement.
- Coordinate the online Resource Library for administration procedures and policies, making sure all documents are up to date and legally compliant.
- Coordinate and provide support on employment agreements for Pastors and other staff and coordinate professional assistance when needed.
- Coordinate and provide support on Health and Safety to churches when needed.
- Identify bulk buying, licensing, and membership arrangements to benefit churches, support ministries, trusts, pastors and ministry staff. Promote these well.
- Develop a governance development pathway for our campsites and support ministries to support Chairs and grow future governors for ministry

Create a network of volunteer Regional Administration Enablers who can upskill both potential and current volunteer and paid administrators, throughout their region.

- Identify Church Administrators within each region of New Zealand who are willing to and able to support, coach and grow current and future administrators
- Invite them to become Regional Administration Enablers
- Invite those Regional Administration to serve within Regional Enabling Teams

Represent CCCNZ at National Inter-Church Administration working:

- Ensure our family of churches and support ministries are represented at the Inter-Church Working Party on Taxation – Wellington-based representations to Government on legislation affecting churches & not for profits
- Ensure our family of churches and support ministries are represented at the **Inter-Church Bureau. Wellington meetings.**
- Ensure our family of churches and support ministries are represented at the National Church Leaders Administrators meeting in Wellington

Person specification

- Faithful follower of Jesus Christ with an established commitment to a local church
- Alignment with CCCNZ's vision, mission and strategy
- Minimum of two years of experience in a similar environment
- Strong fiscal, organizational, and leadership abilities
- Strong interpersonal, hospitality, and verbal and written communication skills
- Strong self-motivation, with the ability to manage personal workload with minimal supervision
- Ability and willingness to work well in a team-based work setting, building effective work relationships using collaboration skills
- Strong technical and computer proficiency (including Microsoft Office, accounting software, database administration, and online communication)
- Exceptional professional attributes of dependability and confidentiality
- Bachelor's degree in business or accounting (or a related field)
- An outstanding work record
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Preferred candidates will possess the following:

- Membership of a relevant professional body.
- Five years of senior experience in a similar environment
- Previous experience in a diverse non-profit or church environment