



Winners Chapel International Melbourne

2/10 Paramount Boulevard, Derrimut, Victoria

Position Description (PD)

Job Title: Admin & Operations Support Staff
Employment Type: [Full-time/Part-time]
Reports To: Resident Pastor
Location: Winners Chapel International Melbourne
Salary: \$58,500 – \$68,250 per annum

1. About US

Winners Chapel International Melbourne is a Christian Faith base organisation established in 2015 as part of the Living Faith Church Worldwide. The Church is committed to spiritual transformation, effective pastoral care, excellence in service delivery, community engagement, and the responsible stewardship of its people, facilities, and resources.

2. Position Purpose

The Admin and Operations Support Staff provides reliable administrative, operational, and facilities support to the Resident Pastor and the broader Church. The role is responsible for assisting the Pastor with daily administrative requirements, coordinating routine church operations and purchases, operating the church bus when required, and ensuring that the church environment is safe, organised, welcoming, and ready for services and other activities.

3. Key Responsibilities

- Provide day-to-day administrative assistance to the Resident Pastor.
- Manage appointments, correspondence, records, schedules, and follow-up actions.
- Prepare documents, meeting materials, notices, and other communications as directed.
- Support the coordination of pastoral church programs and church activities.
- Support the effective coordination of daily church activities and operational requirements.
- Purchase approved church supplies, consumables, equipments, and other items.
- Monitor stock levels and ensure essential supplies are available.
- Coordinate minor operational tasks and follow up with contractors or service providers where authorised.
- Assist with setting up the church for services, meetings, and special programs.
- Safely drive the church bus or other authorised church vehicles to pick up and drop off person or goods.
- Help maintain a clean, orderly, safe, and welcoming church environment.
- Maintain appropriate professional and pastoral boundaries.
- Maintain confidentiality when handling pastoral, member, and organisational information.
- Represent the Church with integrity, humility, respect, and Christian character.

5. Qualifications

- Certificate IV or Diploma in Business, Business Administration, Leadership and Management, Community Services, or a related field is desirable. Equivalent relevant experience in administration, church operations, community services or executive/pastoral support will also be considered.

6. Experience (Essential)

- Demonstrated administrative and organisational capability.
- Strong computer skills, including PowerPoint, word processing, Microsoft outlook, and record management.
- Experience supporting a manager, pastor, executive, or community leader.
- Ability to coordinate daily operational activities and purchasing tasks.
- Current Australian driver licence appropriate for the class of vehicle being driven.
- Safe driving history and confidence driving a church bus or passenger vehicle.
- Strong communication, interpersonal, and time-management skills.
- Ability to work independently and respond flexibly to changing priorities.
- Commitment to Christian values and the vision.

7. Desirable

- Previous experience in a charity, community organisation, or faith-based environment.
- Experience coordinating facilities, transport, events, or volunteer activities.
- First aid training.
- Familiarity with workplace safety and safeguarding requirements.
- Reliability and personal integrity.

8. Mandatory Requirements

The successful applicant may be required to maintain:

- A valid Working with Children Check.
- A satisfactory National Police Check.
- A valid Australian driver licence.
- Evidence of eligibility to work in Australia.