



## JOB DESCRIPTION

**TITLE:** Administrator, Carey Centre for Lifelong Learning  
**REPORTS TO:** Director, Carey Centre for Lifelong Learning  
**HOURS OF WORK:** Part time (15 hours per week - flexible)

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### PURPOSE

To provide administrative support to the Director of the Carey Centre for Lifelong Learning.

### KEY RESPONSIBILITIES

1. Administrative oversight of Baptist Leaders' Registration (BLR) including:

- Administration:
  - Manage and approve registration applications;
  - Xero invoicing, and
  - Create and send eCertificates.
- Promotion:
  - Attend the annual Baptist Hui to promote and support BLR, and
  - Attend the annual Baptist LEAD conference to promote the Centre, and to build relationships with Baptist Leaders.
- Stakeholder Relationships:
  - Build strong relationships with Baptist Leaders in order to support their professional development, and
  - Maintain a strong relationship with Baptist National Centre staff, particularly the Marriage Celebrant registrar.

2. Communicating effectively and building Centre relationships by:

- Responding in a quick and friendly manner to all enquiries via phone, email, or visitors;
- Building relationships with church and mission leaders nationwide and internationally;
- Assisting the Director with the bi-monthly newsletter as required, and
- Conducting 'market' research as required by the Director.

3. Maintain and update the Carey Centre for Lifelong Learning website ([www.lifelonglearning.nz](http://www.lifelonglearning.nz)), including:

- Events;
- Information pages, and
- Forms, such as the BLR application form.

4. Assist with event organisation, including:

- Training events, Baptist Leaders' Orientation, and other initiatives of the Centre, and
- Booking venues and arranging travel for Centre staff as required.

5. Maintain the Centre's leader database, in order to:

- Analyse data, and provide reports for the Director, and
- Maintain the Centre's Mailchimp data.

6. Provide general administrative assistance to the Director as required.

#### **KEY COMPETENCIES AND SKILLS**

1. Ability to be both people and task focussed.
2. Versatile, and willing to adapt to the changing needs of our church leaders.
3. Efficient, and have an eye for detail.
4. Previous experience as a PA/administrator advantageous.
5. Excellent written and oral communication skills.
6. Experience in adapting to different information technology platforms and software: use of Microsoft Office Suite necessary, and experience of website CMS (such as WordPress or Joomla), and Raiser's Edge CRM is an advantage.
7. Ability to relate well with church and mission leaders.
8. Understanding of the New Zealand Baptist church context is an advantage.
9. Alignment with Carey/Baptist Churches of New Zealand ethos and convictions.