

Australian Churches of Christ Global Mission Partners



Position Description:

Partnering across nations

Position Title:	Redress Administrator		
Team:	Operations Team		
Reports To:	Chief Executive Officer		
Present Incumbent:		Date Reviewed:	
Nature of Appointment:	Casual (up to 20hrs per week)		

Objectives of the Position
<ol style="list-style-type: none"> 1. Assist GMP in facilitating the obligations of the National Redress Scheme, on behalf of the Australian Churches of Christ, as an expression of Christian justice and reconciliation 2. Provide administrative support to ensure Redress claims are addressed legally, promptly and accurately and reports are produced to keep stakeholders informed

Key Outcomes	
Priority Task	Outcomes
1. Administration and Record Keeping	<ul style="list-style-type: none"> • Administration of all NRS matters (internal and external) on behalf of GMP • Access relevant historical records, location information and other documents that enable the identification of people subject to allegations • Access records of children who were in the missions • Establish a secure and confidential records system for all applications, ACCIM records, legal documents etc Maintenance of the Records Management System • Consolidate and streamline the Redress records into a systematic Records and Document Control system
2. Communications and Stakeholder Management	<ul style="list-style-type: none"> • Responding and administering all applicants including, receiving applications, investigation, Case management and legal matters • Facilitation of the relationship with the NRS and related bodies • Promptly liaise with legal services and lawyers relating to claims • Provide regular reports for the Executive Officer, GMP Board and Australian Churches of Christ

Requirements	
	1. 10+yrs Administrative experience.
	2. Qualifications in paralegal or office administration.
	3. Experienced stakeholder management.
	4. Highly organised and process driven.
	5. Strong Team player.
	6. Ability to meet deadlines.
	7. Compliance with the GMP code of conduct.
	8. Commitment to work according to the Christian mission, vision and values of GMP.
	9. At the time of application, the successful applicant will already have the legal right to live and work in Australia.

Delegation and Authority	
	1. Reports to the Finance and Administration Manager
	2. Next up Manager is the Chief Finance Officer
	3.

Professional Development	
	1. GMP is committed to the development of its staff; and all requests are to be submitted to the CFO for approval.

Remuneration and Review Conditions	
	1. According to the policies of GMP and the relevant Fair Work Australia requirements.

**Finance and Administration Assistant
Position Description**

I acknowledge that I have read and understood this Role Description and agree to carry out my duties to meet these outcomes to the best of my ability. I also understand that at times I may be required to undertake other duties relevant to the position that are not listed in this statement.

Employee Name:			
Signature:		Date:	

Executive Officer:			
Signature:		Date:	