

# Administrative Assistant to the Director of CE O&N Department of Christian Education

<b>Status</b>	An initial 18-month contract commencing 22 May 2026	<b>Employment type</b>	Part-time (0.2 FTE), or Casual by negotiation
<b>F/N Salary</b>	125% of the Level 3 - Clerks – Private Sector Award 2020	<b>Entitlements</b>	Clerks – Private Sector Award 2020 and the National Employment Standards
<b>Location</b>	As approved by Supervisor	<b>Contact</b>	Stuart Hoadley (stuart@pcq.org.au)
<b>This position reports to</b>	Director of Ministry Resourcing	<b>Indirect Reporting</b>	Committee on Outreach & Nurture
<b>Job Reference</b>	2026ONAA	<b>Applications By</b>	3 May 2026

## The position

You have the opportunity to join the Presbyterian Church of Queensland (PCQ) in a position of responsibility where you will contribute to better outcomes for the denomination. You will assist the Department of Christian Education staff as they deliver the Committee on Outreach and Nurture's Ministries in 2026 and 2027.

This position would ideally suit an individual with understanding and experience of ministry to children and youth, but all qualified applicants are welcome.

The position is flexible part-time (0.2 FTE) and may include involvement in several multi-day activities and/or training intensives throughout the year.

## Presbyterian Church of Queensland

The Presbyterian Church of Queensland (PCQ) is a Christian organisation committed to making known the good news of Jesus Christ and His Claim on our lives and encouraging and supporting individual churches to grow followers of Christ.

PCQ is part of the national Presbyterian Church of Australia which holds to the Bible as its rule of faith and life. As a church, our love for God (Father, Son, and Holy Spirit) and for people expresses itself through our ministries and activities.

Directed by his Word and Holy Spirit, we seek to bring glory to God in all our endeavours. We are dedicated to proclaiming the gospel of Jesus Christ to those who are lost. In doing so, we remain firmly committed to the Reformed Christian faith as the most consistent presentation and outworking of Biblical Christianity. A summary of our beliefs can be found in the Westminster Confession of Faith.



## Committee on Outreach and Nurture

The Committee on Outreach and Nurture (O&N) aims to see PCQ churches equipped and supported to build up the body of Christ to maturity. The committee does this by resourcing and supporting the church through Christian leadership training and camping programs for young people, along with other evangelism, discipleship, stewardship, and ministry programs directed towards building a healthy Church. Many of these functions are carried out by the staff of the Presbyterian Christian Education (PCE) Department.

The Department of Christian Education (DCE), under the oversight of the Committee on Outreach & Nurture (O&N), supports Presbyteries and local Charges across Queensland in the areas of:

- Christian Education for all ages with a strategic emphasis on Youth & Kids (PYK)
- Evangelism
- Discipleship and Stewardship
- Training and resourcing of ministry leaders and development of young leaders
- Risk management and child safety (PresSafe)

Find out more about the committee on the PCQ website ([pcq.org.au](http://pcq.org.au)) and the Presbyterian Youth & Kids website ([pyk.org.au](http://pyk.org.au)).

## Reporting and Accountability

### Relationship with the PCQ

The Administrative Assistant to the Director of Christian Education (DCE) shall report to and work co-operatively with the Director of Christian Education and collaborate with the staff in fulfilling the duties of this role as outlined in the description below. This position is under the indirect supervision of the Committee on Ministry Resourcing.

### Accountability

The appointee will be directly accountable to the Director of Christian Education.

The appointee will be expected to assist the Director and departmental staff with administrative duties and provide low level advice or information on O&N ministries to PCQ Presbyteries and local Charges.

The appointee will ideally understand ministry within a Presbyterian Church of Queensland (PCQ) context however knowledge of a theologically aligned church/organisation will be considered favourably.

Pastoral responsibility for matters relating to the appointee's doctrine and character will come under the jurisdiction of the Director of Christian Education and the Committee on Outreach and Nurture.

## Job Description

### Purpose of the Role

The Christian Education Administration Assistant provides high-quality administrative and organisational support to the Department of Christian Education, enabling the Director and Assistants to the Director to focus more fully on ministry leadership, training, consultancy, and strategic development.

This role supports the smooth operation of PYK ministries, training and events, communications, PresSafe administration, and committee processes.

### Key Responsibilities

#### 1. Administrative & Office Support

- Provide day-to-day administrative support to the Director of Christian Education and Assistant Directors.
- Manage calendars, meeting scheduling, travel arrangements, and correspondence.
- Prepare agendas, minutes, reports, and documentation for meetings of the Committee on Outreach & Nurture and related working groups.
- Maintain accurate digital and physical filing systems.
- Assist with document formatting, proofreading, and version control.

#### 2. Events, Training & Program Administration

- Provide administrative support for camps, conferences, training days, and denominational events.
- Manage event registrations and databases (e.g., online forms, attendance lists, participant communications).
- Assist with event logistics including bookings, catering, accommodation, and communication with participants.
- Prepare event documentation for approval processes through O&N.
- Assist with post-event administration (feedback collection, reporting, invoicing support).

#### 3. Communications & Content Administration

- Assist with website content updates for PYK and PresSafe platforms (e.g., basic WordPress updates as directed).
- Assist with email communications, newsletters, and mail-outs.
- Support preparation and distribution of resources, training materials, and promotional content.
- Maintain contact databases and communication lists for ministry leaders and churches.

#### 4. PresSafe & Risk Management Support

- Provide administrative assistance relating to PresSafe documentation, training records, and communications.
- Assist ministry leaders and event directors with administrative aspects of PresSafe compliance (in consultation with relevant officers).



- Support the distribution and maintenance of PresSafe training resources and forms.

## 5. Finance & Compliance Support

- Assist with basic finance administration including purchase orders, invoices, reimbursements, and record-keeping in accordance with PCQ processes.
- Maintain registers, tracking spreadsheets, and documentation required for departmental reporting.
- Support compliance processes for PCQ policies and procedures as directed.

## 6. General Support

- Act as a point of contact for general enquiries to the Department of Christian Education.
- Liaise with PCQ Church Office staff, ministry leaders, and volunteers as required.
- Provide administrative support to new initiatives or projects within the Department of Christian Education.
- Other administrative duties as directed by the Director of Christian Education.

The appointee will be subject to a six-month performance review conducted by the Director of Ministry Resourcing, in consultation with the Convener of the Committee on Ministry Resourcing.

## Qualifications

We are looking for a Church Health Ministries Assistant who is driven by and personally changed by the gospel of Jesus Christ, and who desires to see the same change in others through the ministry of local churches and the wider PCQ.

Your suitability for the role will be based on the following skills, experience, and attributes:

### Essential Personal & Faith Commitments

- A demonstrated Christian faith, character, and lifestyle consistent with the beliefs and values of the Presbyterian Church of Queensland.
- Biblical and theological convictions which align with PCQ doctrine, along with a willingness to support the mission, values, and doctrinal commitments of PCQ and to act in accordance with PCQ policies and codes of conduct.
- Demonstrated understanding of the gospel of Jesus Christ and ministry convictions which align with the O&N vision for healthy fruitful churches across the PCQ.

### Essential Skills and Experience

- Demonstrated administrative or office support experience.
- Strong organisational and time-management skills.
- High level of accuracy and attention to detail.
- Well-developed written and verbal communication skills.
- Competence with common office software (e.g., Microsoft 365) and willingness to learn new systems.
- Ability to manage competing priorities and work both independently and as part of a team.



- A positive, service-oriented attitude with a commitment to supporting ministry outcomes.

### Desirable Skills and Experience

- Experience in a church, ministry, or not-for-profit environment.
- Familiarity with website content management systems (e.g., WordPress) and church management platforms (e.g., ChurchSuite, Elvanto).
- Experience in supporting events and/or training programs.

Furthermore, you will also be assessed on the following skills:

- Responds to change and uncertainty in a positive and flexible manner.
- Shares information with others and assists them to adapt (i.e., a team player).
- Shows initiative and proactively does what is required to enable ministry outcomes.
- Builds and sustains relationships with key people, internal and external to the organisation.

### Interested in applying?

To enable us to assess your merit, your application should include:

- your **current resume**.
- a **brief letter** (1-2 pages) telling us why you are interested in this role along with a brief background about your experience and what you believe qualifies you for the position.
- **References:** please provide details of two referees.

If you have any additional questions regarding the role, please contact Stuart Hoadley ([stuart@pcq.org.au](mailto:stuart@pcq.org.au)).

The selection process will start with short-listing, where we assess the information provided in your application. Based on this, we will select applicants to proceed to the next phase of assessment, which may involve interviews or other selection techniques.

### Pre-employment checks

Referee checking will be undertaken, and other pre-employment checks may occur prior to any offer of employment. Checks may include:

- **Criminal history screening:**
  - Criminal history screening will be undertaken on the preferred applicant(s). A criminal conviction or charge may exclude an applicant from consideration for appointment with the Presbyterian Church of Queensland.
- **PresSafe Selection Process (including Positive Blue Card Notice)**
  - A Blue Card will be required to undertake regulated employment as defined under the *Working with Children (Risk Management and Screening) Act 2000*.
- **A serious discipline history disclosure.**



## Additional information

PCQ promotes respectful relationships and equality within the workplace and demonstrates a culture of zero tolerance of violence or bullying against anyone.

Employee development is supported by a mobile and agile workforce. You may seek or may be required to work in alternative locations or undertake alternative duties on a temporary or permanent basis.

A non-smoking policy is effective in PCQ buildings, offices, and vehicles.

All information submitted by an applicant for this role is subject to the PCQ Privacy Policy.

Applicants appointed to this position may be subject to a probationary period of six months in accordance with the *Fair Work Act 2009*.

## Terms of Appointment

As a PCQ employee, you will be provided leave entitlements and flexible work options as outlined in Clerks – Private Sector Award 2020 (Level 3) and the National Employment Standards.