

STAFF POSITION DESCRIPTION

Next Generation Team Administrator

Position Title

Next Gen Administrator

Principal Function

To provide administrative assistance and ministry support to the Next Generation Pastor and to the Next Generation team.

Next Generation includes age-and-stage ministries encompassing children, youth, young adults and their families.

Reports to

- Next Generation Pastor

Other Key Working Relationships

- Next Generation Pastor
- Next Gen Staff Team
- Ministry Volunteers

Accountabilities, Responsibilities & Duties

1. Provide administrative support to the Next Generation Pastor.
2. Provide administrative support to the Next Generation Staff Team.
3. Assist in ministry support for events and regular gatherings of this area of ministry.
4. Assist in ministry support for special church-wide events (i.e. Easter, Christmas).

Incumbent Characteristics

1. Character

It is anticipated that you will:

- Have a strong and growing relationship with Jesus.
- Love God and love people
- Be warm, genuine and compassionate.
- Be hard working.
- Be honest, discreet and able to maintain confidences.
- Be discerning.
- Be professional and relational
- Pursue excellence.
- Be a great advertisement for SBC.
- Be in agreement with [SBC's constitution](#), [SBC Code of Conduct](#) and [BUV Code of Ethics](#)
- Adhere to [SBC's Safe Church Policy](#) and procedures

2. Competencies

To complete the task you will:

- Have high competency in computer skills
- Ability to learn and adapt to new technology and software
- Have gifts in organisation, administration, problem solving and encouragement
- Be a team player
- Be a self-starter with an ability to work unsupervised.
- Excellent written and verbal communication skills
- Have strong people skills
- Proficient at multi-tasking and time management
- Display Initiative

3. Chemistry

You will:

- Have a great passion for SBC, its vision and mission.
- Work closely with the volunteers and staff in your ministry area.
- Be friendly toward, and supportive of, other staff members.
- Have a proven ability to work harmoniously in a team of staff and alongside numerous volunteers.
- Be a member of SBC or be [willing to become a member](#).

For further information or to apply please contact Mike Riddell, Next Generation Pastor, at mriddell@sb.org.au Applications close Sunday 8th December 2025. Applications will be reviewed as received and the position may be filled prior to the closing date.

Terms and Conditions will be outlined in your Employment Agreement.

- *Document date: 19-Nov-24*