



Position Description

Administrator

Speaking fluently in more than 200 languages and dialects, TWR which knows no cultural, geographical, religious or political boundaries is reaching and engaging millions across the world for Jesus Christ with biblical truth in 160 countries through a variety of media. Together with international partners, local churches and other ministries, and now accessible by 80% of the world's population, God has enabled TWR since 1952 to help lead people from **doubt** to **decision** to **discipleship**, leaving a *lasting spiritual footprint*.

TWR also reaches out through different holistic community projects, listener groups, health seminars, pastor leadership training, children educational support and specific focus on women through the Project Hannah ministry.

TWR Australia – PO Box 275, Kerrimuir VIC 3129

VISION

To reach the world for Christ by mass media so that lasting fruit is produced

MISSION

To assist the Church to fulfil the command of Jesus Christ to make disciples of all peoples, by using and making available multiple media to:

- Proclaim the Gospel of salvation to as many people as possible
- Instruct believers in biblical doctrine and daily Christ-like living
- Model our message through our corporate and cooperative relationships

CORE COMPETENCIES

- Translating, contextualising and adapting biblical truth into the heart language of the end user
- Producing content in more than 200 languages and dialects using in-country workers
- Delivering content to a global audience in an efficient, cost effective manner
- Reaching unreached people groups
- Penetrating restricted access countries
- Training indigenous leaders
- Fostering international partner relationships
- On the ground follow-up in cooperation with the local church

GLOBAL OBJECTIVES

TWR's objective is to assist the Church worldwide through Christ-centered programming and outreach opportunities that focus on ministry initiatives encompassed in the Mission's Global Strategic Plan.

1. *Disciple believers and train indigenous leaders* - Strengthening the faith of new believers and preparing new leaders are trademarks of TWR's work. Daily programs provide training and systematic teaching to pastors and lay leaders who would not otherwise have access to them.
2. *Reach the world's oral societies* - Oral cultures around the world communicate through stories, narratives, songs and proverbs. To reach these people groups, TWR develops narratives (such as The Radio Bible) to imitate the way Jesus told His stories.
3. *Engage the world's youth and children* - Globally, there are nearly 3 billion young people under the age of 25 — over 1.8 billion of them are under the age of 15. Studies show that early exposure to Christ dramatically increases the possibility for children to experience a lifelong faith. TWR programming aims to capture the attention of this age group.
4. *Actively reach out to women who are hurting and rescue the broken hearted* - Suicide, sexual slavery, poverty and abortion are tragedies that disproportionately victimize women. TWR's programming reaches millions of women worldwide with a message of hope. Bringing the gospel through women's programming has the power to dramatically improve the circumstances of millions.
5. *Minister to the sick and needy* - Health conditions plaguing millions of the world's poor often make it difficult for them to be concerned about spiritual development. TWR develops broadcasts that address basic health and sanitation needs to reach suffering people and assist health care workers with God's message of unconditional love and forgiveness.
6. *Strategically expand the leverage technical capacity for greater ministry impact* - As the urgency of reaching the world for Christ in this generation grows, so does the need to use new technology in a timely manner. When cost-effective and appropriate, TWR seeks to expand and leverage its technical capacity for greater ministry impact.

TWR AUSTRALIA KEY OBJECTIVES

- To support and actively participate in the TWR Global Strategic Plan, both globally and locally
- To provide tangible relevance and engagement with domestic TWR markets
- To achieve significant Christian-NFP market growth in Australia and New Zealand
- To develop TWRA/NZ into a sustainable and fully operational organization for missional impact

1. POSITION PURPOSE

To enable the daily operations of TWR through effective and efficient finance and administrative support.

2. POSITION SCOPE

TWR's daily organisational business requires the Administrator position to be the positive first point of contact, while maintaining a multi-tasked and streamlined focus in serving its personnel and supporters.

Working closely with the National Director and other personnel, the incumbent will assist in facilitating TWR's specific financial and administrative requirements, and other general responsibilities with effectiveness and accuracy. By its nature the role is very broad requiring good flexibility.

3. PRIMARY OBJECTIVES

- a. Work in support of TWR management and donors to maintain effective relations and service
- b. Ensure timely management and adherence of various regulatory requirements
- c. Provide effective management of budgets, accounts and resources
- d. Coordinate appropriate support services through professionals and volunteers
- e. Maintain and deliver administrative projects and processes

4. DETAILED RESPONSIBILITIES

Play a pivotal support role in enabling the TWR mission through:

- a. Development and monitoring of annual budgets, and audit management
- b. Management of MYOB for salaries, accounts, monthly analysis, reconciliations, audits and acquittals
- c. Review and management of insurances, workcover and other regulatory compliance
- d. Donorbase Management – donations, data entry & updates, correspondence, follow up and banking
- e. Fundraising support – campaign allocations, segmentation, mail management
- f. Ministry support – production and distribution of supplied materials
- g. General administration and managing enquiries
- h. Other duties as directed

5. KEY SELECTION CRITERIA

Genuine capability to enable this position will be demonstrated through

ESSENTIAL

- Christian faith commitment and a strong personal support network of faith
- Demonstrable aptitude for efficiency, accuracy and flexible organisational skills
- Demonstrated experience in organisational finances, taxation, payroll and compliance
- Demonstrated experience in MYOB budgetary management and book keeping
- Experience in managing database systems, data integrity and privacy compliance
- The ability to work under minimal supervision
- Exceptional interpersonal and communication skills
- Evidence of strong IT skills across Microsoft Office programs

DESIRABLE

- Heart for global Missional broadcasting
- Experience assisting organisational growth through strategic financial planning and management
- Working experience in the not-for-profit/ministry sector, and understanding of donor nurture processes
- CPA Accreditation would be well regarded, but not essential
- Current drivers licence

6. POSITION DIMENSIONS

The position of Administrator reports directly to the TWR Australia - National Director, and works in collaboration with other key roles as they are established..

While there is flexibility in terms of hours, the effectiveness of the role will require it to develop towards becoming full time, although job sharing is also an option. Based in Box Hill, Melbourne the role may require the occasional out of office hours work. The position is suitable for a self supporting, mission minded person seeking to make a greater contribution.

For further enquiries, please contact National Director connect@twr.org.au An application outlining skills and experience in relation to the Selection Criteria, can also be forward to the same e-address.