

JOB DESCRIPTION



Position:	Archives and Artefacts Coordinator
Status:	Part-Time (24–32 hrs/wk)
Employer:	Seventh-day Adventist Church (SPD) Limited
Department/Service:	Adventist Heritage Centre
Reports to:	Adventist Heritage Director
Location:	582 Freemans Drive, Cooranbong NSW 2265
Date Revised:	7 May 2025

Organisation Environment:

The South Pacific Division (SPD) of the Seventh-day Adventist (SDA) Church office is the administrative head office for Australia, New Zealand, Papua New Guinea and most of the South Pacific island nations. The focus of this office as a Christian organisation is to be a catalyst for a disciple making movement that enables people to follow Jesus Christ, obey His commands together, and continue to multiply and serve the community.

Mission:

Make disciples of Jesus Christ who live as His loving witnesses and proclaim to all people the everlasting gospel of the Three Angels' Messages in preparation for His soon return. (Matthew 28:18-20, Acts 1:8, Revelation 14:6-12)

Vision:

A thriving Adventist movement living our hope in Jesus and transforming the Pacific.

Purpose:

To inspire hope and wholeness of life in our communities.

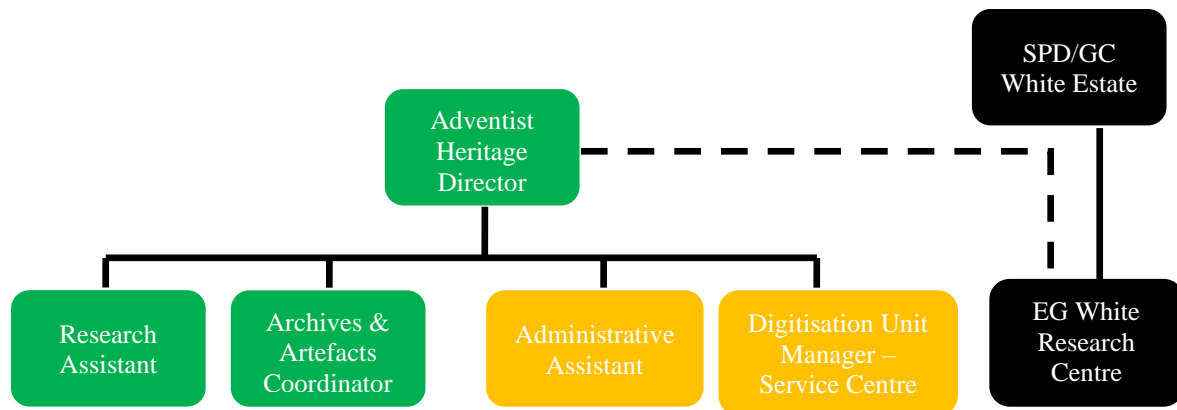
Values:



The Adventist Heritage Centre's purpose is to maintain, build and increase understanding of the Seventh-day Adventist Church narrative by presenting the contributions made to the communities in the South Pacific Division through:

- Preserving and showcasing historic sites and artifacts;
- Maintaining accurate storage of records in accordance with legislation and policy;
- Developing research opportunities based on the collection; and

- Developing business and service opportunities.



1. This position reports to the Adventist Heritage Director.
2. Appointed by the Seventh-day Adventist Church (SPD) Limited
3. Term is part-time (up to 32 hours per week) and subject to ongoing satisfactory performance.
4. This position is covered by the DWS.

Primary Objective:

The Co-ordinator is responsible for the collection, preservation, conservation and restoration (where necessary) of records pertaining to the function and general operation of the organisation. The Co-ordinator will also make records available to users in accordance with appropriate policies and procedures as approved by the Seventh-day Adventist Church. The Heritage Archives Co-ordinator will also assist the Adventist Heritage Director as required.

Key Accountabilities:

1. Develop, arrange and describe archival collections in accordance with accepted standards and practices.
2. Serve as primary point of contact for both internal and external donors of archival collections.
3. Appraise potential collection additions, make recommendations for acquisition of new collections and de-accessioning of existing collections.
4. Implement approved procedures for the acquisition, processing, digitisation, and preservation of archival materials.
5. Assist researchers in accessing and utilising archival materials for their research activities.
6. Create finding aids using contemporary tools in accordance with national standards and ensure the quality of finding aids created by other staff members.
7. Utilise online finding aids using Encoded Archival Description (EAD) or other contemporary tools.
8. Support and participate in the development and implementation of policies and standards for the archives.
9. Assist with the day to day operations of the “Sunnyside” property, including coordinating staff and tour bookings to ensure an exceptional visitor experience.
10. Carry out various tasks and responsibilities as assigned by the Director.

Key Communications:

Internal	External / Other Church Entities
Adventist Heritage Director.	Church entities donating artifacts and documents.

Adventist Heritage Centre team members.	Church members and general public.
Secretariat Services Manager.	

Key Challenges:

1. Efficiently processing documents and artefacts.
2. Actively responding to researchers.
3. Adapting to new technology.

Decision Making:

The Archives Coordinator independently plans and prioritises the performance of daily activities in consultation with the Adventist Heritage Director. Decisions are made in accordance with the operating procedures of the organisation and in conjunction with the Adventist Heritage Director.

Requirements, Knowledge, Skills and Experience:

Essential:

1. Must be a practising, baptised member of the Seventh-day Adventist Church with a strong commitment to its mission. This would incorporate an active relationship with Jesus Christ characterised by a deep desire for worship and service to God.
2. Be eligible to hold the appropriate Seventh-day Adventist Church licence/credential.
3. Have a working knowledge of the church and its management throughout the SPD.
4. A genuine interest in and understanding of the heritage and archives sector.
5. Possess a tertiary qualification or equivalent experience, preferably in archives and records management or related field.
6. Capacity to evaluate objectives and operational needs and implement operational policies and procedures.
7. Develop and execute procedures for the acquisition, processing and preservation of archival materials
8. Knowledge of research methodology, automated storage and retrieval systems, electronic records and publications.
9. Proficient in searching and managing online and other electronic retrieval systems.
10. Demonstrated capacity to work efficiently and effectively with minimal supervision.
11. Ability to work cohesively in a team and be supportive of the wider organisation's strategic direction for Adventist Heritage.
12. Excellent verbal and written communication skills.
13. Highly organised, with the ability to take initiative, be self-motivated and work independently.
14. Well-developed interpersonal skills, with the ability to engage with people from varied roles and backgrounds.
15. Demonstrate a high level of integrity and maintain discretion in accordance with the Australian Society of Archivists Code of Ethics.

Preferred:

16. Demonstrate a thorough understanding of best practice in archives and records management procedures.
17. Knowledge of available sources of archival materials.
18. Eligible to become a Professional Member of the Australian Society of Archivists.

Physical Requirements:

This job will require a certain degree of physical activity, including some standing, walking, bending, kneeling, lifting and carrying of light items etc. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Required Computer Competency Level:

	High	Medium	Low	Nil
Lotus Notes			—	
MS Outlook		—		
MS Word		—		
MS Excel			—	
MS Power Point			—	
Internet/Social Media		—		

Behavioural Competencies:

In conjunction with the Competency Framework factsheets, the incumbent is expected to demonstrate the following competencies:

- **Relating and Networking (3.1)** - Establishes good relationships with colleagues; builds wide and effective networks.
- **Delivering Results and Meeting Customer Expectations (6.2)** - Focuses on customer needs and satisfaction; sets high standards for quality and quantity.
- **Following Instructions and Procedures (6.3)** - Follows procedures and policies; keeps to schedules; arrives punctually for work and meetings.
- **Adapting and Responding to Change (7.1)** - Adapts to changing circumstances; accepts new ideas and change initiatives.

Workplace Health and Safety:

As an employee of the South Pacific Division you are required to:

1. Carry out your duties in a manner which does not adversely affect your own health and safety or that of others;
2. Cooperate with measures introduced in the interests of work health and safety;
3. Undertake relevant training provided in relation to WHS;
4. Immediately report all matters which may affect workplace health and safety to your supervisor;
5. Correctly use any information, training, personal protective equipment and safety devices provided;
6. Refrain from intentionally misusing or recklessly interfering with anything that has been provided for health and safety reasons;
7. Undertake only those tasks for which you have authorisation and/or the necessary training, and for which all necessary safety arrangements are in place; and
8. Cooperate with arrangements made to assist the return-to-work of ill or injured staff.

Confirmation:

Name of the current incumbent: TBC

Date of commencement in position: TBC