

JOB DESCRIPTION



Position:	Casual Heritage Assistant
Status:	Casual
Employer:	Seventh-day Adventist Church (SPD) Limited
Department/Service:	Adventist Heritage Centre (AHC)
Reports to:	Adventist Heritage Director
Location:	582 Freemans Drive, Cooranbong NSW 2265
Date Revised:	23th January 2024

Organisation Environment:

The South Pacific Division (SPD) of the Seventh-day Adventist Church office is the administrative headquarters for Australia, New Zealand, 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 role reports to the Adventist Heritage Director.
2. Appointed by the Seventh-day Adventist Church (SPD) Limited.
3. Term is casual as needed when there are times of increased need at the AHC.
4. Employed under the Miscellaneous Award.

Primary Objective:

The Casual Adventist Heritage Assistant will support the functions of the AHC by undertaking a variety of tasks, projects and general operational activities under the direction of the Heritage Director.

Key Accountabilities:

As supervised by the Adventist Heritage Director:

1. Assist with backlog projects as directed by the supervisor.
2. Develop, arrange and describe archival collections in accordance with accepted standards and practices.
3. Create finding aids using contemporary tools in accordance with national standards and ensure the quality of finding aids created by other staff.
4. Develop and implement various projects and interactions with the public.
5. Implement approved procedures for the acquisition, processing, digitisation, and preservation of archival materials.
6. Assist researchers in the use of archival materials.
7. Support and participate in the development and implementation of policies and standards for the AHC.
8. Assist with written tasks for use by the Heritage Centre.
9. Assist in the integration of Church entity collections and archives in the AHC.
10. Assist and lead out in the educational programs provided by the AHC as required, including assisting with the AHC school program at Sunnyside, in-school artefact program, and conducting tours of Sunnyside.
11. Assist in the Tour of Sunnyside program when required.
12. Perform miscellaneous job-related duties as assigned by supervisor.

Key Communications:

Internal	External / Other Church Entities
Adventist Heritage Director.	Church entities donating artifacts and documents. Suppliers
Adventist Heritage Centre team members.	Church members and general public.

Key Challenges:

1. Efficiently processing documents and artefacts.
2. Actively responding to researchers.
3. Adapting to new technology to projects
4. Developing and designing collections and displays.
5. Working in the AHC Education setting.

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.
3. A working knowledge of the Seventh-day Adventist church and its management throughout the SPD.
4. Ability to work cohesively in a team and be supportive of the wider organisation's strategic direction for Adventist Heritage.
5. Well-developed computer skills.
6. Excellent verbal and written communication skills.
7. Organised, with the ability to demonstrate initiative and be self-motivated.
8. High level of integrity, discretion and confidentiality.
9. Skill in searching and maintaining online and other electronic retrieval systems.
10. Skilled or familiarity with social media production and maintenance.
11. Well-developed interpersonal skills, with the ability to engage with people from varied roles and backgrounds.
12. Current paid NSW working with children check.

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.

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.
- **Learning and Researching (5.1)** - Gathers comprehensive information to support decision making; rapidly learns new tasks and quickly commits information to memory.
- **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 (WHS);
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.