



GIRLS' BRIGADE *Australia*



POSITION VACANT: SYSTEMS SUPPORT

Girls' Brigade Australia is seeking a Systems Support worker. This role will be part-time - 10 hours/week and will commence 14th January 2019.

ABOUT THE ROLE

The Systems Support role has three distinct areas of responsibility. The role entails looking after CareMonkey, ChildSafe and Office 365 to ensure the daily running and ease of use of these systems. The Systems Support role will also act as Systems support for Leaders and parents in Girls' Brigade Australia.

This role reports directly to the Girls' Brigade Australia Operations Manager.

REQUIREMENTS

- Christ centred, with a heart for servant ministry
- Proficiency in English
- Ability to think logically
- Ability to understand how our systems work
- Excellent communication skills, combined with the ability to interact confidently with volunteers and parents to establish what the problem is and explain the solution
- Ability to work well in a team – while working independently with flexibility
- Problem solving skills
- Strong customer focus
- Ability to prioritise the workload
- Attention to detail

DESIRED

- Previous experience with CareMonkey, ChildSafe and Microsoft Office 365 Business
- Previous experience helping those with little or no computer skills to navigate through system problems

SALARY AND REMUNERATION

The terms and conditions of your employment will be those set out in the MA00002 Clerks – Private Sector Award (Level 3) and applicable legislation. This includes, but is not limited to, the National Employment Standards in the *Fair Work Act 2009*.

JOB LOCATION

This role can be carried out from a home office anywhere around Australia. Equipment or allowances will be provided.

ABOUT THE ORGANISATION

Girls' Brigade Australia is part of a worldwide Christian movement that has partnered with churches for 125 years. Together we are committed to seeing *girls' lives transformed and God's world enriched*. Together we help girls and leaders *seek, serve and follow Christ*.

Girls' Brigade groups (also called Companies) around the world have a mission to be **relational**, **relevant** and **responsive** in the way they work. We empower girls and young women in local communities to be themselves, to develop and use their gifts and skills, and to discover what it means to have *life to the full* in their generation.

Girls' Brigade groups around Australia come in all shapes and sizes, working with many styles of churches but all with the same aim – that girls will discover what it means to live life to the full in relationship with Jesus Christ. Each Girls' Brigade group caters for girls of primary and high school age with age appropriate programmes that build relationships among the girls and their Leaders. Our challenging and exciting activities are led by Leaders that have been screened and appointed by the church and given training by Girls' Brigade. We ensure a safe and encouraging environment for everyone to explore the different areas of the programme.

Please send applications to Rochelle at admin@girlsbrigadeaustralia.org.au by Friday 14th December, 2018.

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