*"Do not forget to show hospitality to strangers, for by so doing some people have shown hospitality to angels without knowing it"*
*Hebrews 13:2*

## 1. POSITION TITLE

IT and Administration Liaison

## 2. PERSONNEL

2 team members

## 3. TIME COMMITMENT (EST.)

4 hours per week February to November (inclusive)

## 4. SCOPE

BWNS Board and operational liaisons

## 5. SUPERVISION

BWNS Board

## 6. REQUIREMENTS

BWNS and board membership

## 7. PROCESS

- Invitations
  - from the board, or
  - in response to advertising using the expression of interest (EOI) form (page 4)
- Review of EOIs by the board
- Interview of prospective applicants by the board
- Unsuccessful applicants notified by the board
- Successful applicants notified by the board
- Successful applicant and the board sign volunteer role description
- Successful applicant receives copy of signed role description.

## 8. OUTCOMES

- Board members and operational team are satisfied with the
  - support provided in training, usage and problem solving concerning all software used by BWNS
  - support provided in creating, reviewing and storing documentation digitally
  - maintenance and updating of the website and social media platforms

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## 9. PROVISIONS

Board will authorise resourcing this role (eg training, equipment and support), as required and in response to consideration of requests.

## 10. RESPONSIBILITIES

- Website – maintain and update as requested by board and required
- Social media – maintain and update as requested by board and required
- Software – provide assistance as requested regarding
  - Elvanto
  - Microsoft 365
- Providing a secure location for file storage
- Maintaining file name conventions
- Providing a report to the Project Coordinator when requested
- other responsibilities arising from discussions with the board.

## 11. QUALIFICATIONS/EXPERIENCE

- Excellent IT skills
- High degree of knowledge of
  - Elvanto
  - Microsoft 365
  - Web site authoring
  - Social media site maintenance
- Skills communicating software usage and solutions

## 12. BACKGROUND CHECKS

- Police check
- Referees 2 (one from church member)

## 13. BENEFITS

- Supporting people as they volunteer and give back to the community
- Providing hospitality and dignity to the homeless
- Promoting positive values and service

## 14. VALUES & BEHAVIOURS

- Godly – our attitudes and actions are inspired by Jesus
- Polite - we value others by listening and responding with respect
- Reliable – we are first dependable ourselves, so we may help others also be responsible
- Trustworthy - we are honest, ethical and fair
- Reconciling – we seek to resolve and forgive hurts
- Accountable – we stand against wrongful behaviour

# Position Description
## IT and Administration Liaison

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## 15. NEXT STEPS

Email chair@bwns.org.au if you would like clarification of any of the information above. Visit our website (bwns.org.au) to apply.