

Position Description: LF Cares Manager

Purpose of Position:

The LF Cares Manager is responsible for the effective operation of the Op Shop and LF Cares

Reporting / working relationships.

This position reports to the Senior Pastor of Living Faith and will establish and maintain effective working relationships with other pastors and department leaders, volunteers in LF Cares and members of the public.

Special Conditions

This position must be held by someone who is a member of Living Faith, or who is eligible and willing to become a member.

Responsibilities:

- Promote a welcoming, safe, fun environment for visitors and volunteers.
- Resolution of LF Cares and Op Shop issues with wise decisions
- Reporting on LF Cares and Op Shop matters to the Senior Pastor
- Manage the LF Cares and Op Shop within the agreed budget
- Recruiting, selecting, inducting and training volunteers.
- Manage and support the LF Cares team members
- Manage or oversee the rosters for LF Cares and Op Shop.
- Applying the principles of Occupational Health and Safety policy.
- Coordinate the leadership of morning Devotions and Team Debriefs.
- Maximise potential funding through applications for Community, State and Federal grants.

Personal Abilities/Aptitudes/Skills

- Ability to make decisions and determine an appropriate course of action in accordance with the policies of Living Faith.
- Ability to handle difficult situations, day to day issues, and matters of general security.
- Ability to work under limited supervision and direction.
- Effective communication and interpersonal skills, including showing empathy and build trust with people of diverse backgrounds.
- The ability to build a productive and harmonious team.

Confidentiality

- Maintains the confidentiality of personal information about staff, customers, volunteers and any person or entity associated with the Church in accordance with the policies of Living Faith and LF Cares.

Training

- Undertakes initial induction training and maintains required clearances and certifications
- Participates in ongoing training to assist with the role when applicable

General

- Attendance of meetings as required.
- Neat, casual appearance and demeanour.

Hours of Engagement:

- Rostered shifts and times as agreed with Senior Pastor.