

Position Description and Person Specification

TITLE OF POSITION:	First Steps Coordinator
LOCATION:	Transform Uniting Church
APPOINTED BY:	Transform Uniting Church
RESPONSIBLE TO:	Council Chair through Associate Pastor.
TYPE OF APPOINTMENT: (A1)	One Year Fixed Term – Part Time [7.5hrs - 0.2 FTE]
INDUSTRIAL INSTRUMENT:	National Employment Standards (NES) of the Fair Work Act 2009
CLASSIFICATION:	Pastoral Support Worker (PSW)

Summary of the broad purpose of the position in relation to the Church's goals

Transform Uniting Church exists to see lives transformed with the Good News of Jesus Christ. We believe proclaiming the gospel and making disciples is the Church's central purpose. We seek to be a church that unchurched people want to engage with, living out our values of:

- *Authentic Community*
- *Relational Evangelism*
- *Fervent Prayer*
- *Radical Generosity*
- *Welcoming Hospitality*

Our strategic priorities include:

- *Inspiring Sunday Worship Gatherings*
- *Authentic Life Groups*
- *Engaging Family Ministry*
- *Meaningful Community Partnerships*

The First Steps Coordinator facilitate and lead engaging, relational playgroups at both Gawler and Williamstown, building bridges between families and the life of the church, in alignment with the broader strategic direction of Transform Uniting Church.

Reporting and working relationships

The First Steps Coordinator reports to the Associate Pastor for day-to-day leadership and is ultimately accountable to the Transform Uniting Church Council via the Chairperson.

- Works collaboratively with the Lead Pastor and the Williamstown Campus Pastor to ensure alignment with Transform UC's family ministry and discipleship vision.
- Leads and supports volunteers and parents involved in playgroup ministries.
- Operates under the Uniting Church in Australia's Safe Church and Code of Conduct for Volunteers and Lay Leaders policies.

The First Steps Coordinator will be accountable in matters of faith and discipline to the Transform Uniting Church Council in the exercise of their ministry. They will be required to adhere to the UCA Code of Ethics in their work practices.

Statement of key responsibilities and associated activities

- Plan and lead weekly playgroup sessions at both Gawler and Williamstown campuses.
- Recruit, train, and support volunteers to ensure effective team leadership.
- Build meaningful relationships with parents and caregivers, offering practical and spiritual support consistent with Transform UC's mission.
- Create inclusive, safe, and welcoming environments for families, ensuring compliance with Safe Church standards.
- Promote playgroups through church networks, social media, and local community connections.
- Work collaboratively with other staff and ministry leaders to ensure integration with wider discipleship pathways.

PERSON SPECIFICATION

Personal faith and Character

- A vibrant, growing Christian faith and active devotional life
- Open to the Spirit, showing fruit of the Spirit (Gal. 5:22–23)
- A passion for evangelism and discipleship, especially with families
- Committed to the values and vision of Transform Uniting Church
- A team player with humility, resilience, and a missional mindset

Skills and Experience

- Demonstrated experience in early childhood education, family ministry, or community engagement.
- Strong interpersonal skills with the ability to connect with families in a welcoming and compassionate manner.
- Ability to lead and motivate volunteers, manage multiple priorities, and work collaboratively within a team.
- Understanding of and commitment to the mission and values of Transform Uniting Church and the Uniting Church in Australia.
- Competence in administration and communication, including digital literacy.

Special Conditions

The successful applicant

- The successful applicant will be required to have current Department of Human Services screening clearances, relevant to this position, prior to commencement of employment and at all times during employment.
- Must adhere to the UCA Safe Church policy, Code of Ethics, and Code of Conduct for Volunteers and Lay Leaders.
- Expected to participate in supervision, professional development, and ministry reviews as arranged by the Associate Pastor.
- Hours may include weekday mornings and occasional events outside normal hours.
- Remuneration in line with Ministry Support Worker guidelines (0.2 FTE) under the Ministry of Pastor framework.
- Will hold a valid driver's licence