

Assistant Registrar

- **Make a significant contribution to the ministry and mission of the Sydney Anglican Diocese**
- **CBD-based Christian professional services organisation**
- **Full time role, with flexible work arrangements**

About us

Sydney Diocesan Services (SDS) provides professional services in support of the ministry and mission of a range of organisations and churches in the Anglican Church Diocese of Sydney.

This role is a senior position in the Registry team in SDS. The Registry team's function is to support the Archbishop as he licenses those in ministry in the Diocese.

About the role

This role is responsible for:

- Processing applications for Clergy licences, Lay authorities and other licences
- Maintenance of accurate data and production of reports and correspondence using our Salesforce database
- Actioning inquiries and applications with a focus on providing excellent customer service
- Supporting other members of the team during peak periods and for specific projects from time to time.

Consistent with the ethos and values of SDS, applicants for the position are to have a demonstrated Christian commitment. Being an active member of an Anglican church with knowledge of the Diocese is an advantage.

SDS's values underpin the way we work. We offer professional development opportunities, flexible work practices and an Employee Recognition Program.

About You

You will have worked as an administrator of large databases (ideally Salesforce) and have proficiency in producing database reports. You will have a demonstrated attention to detail with a proactive, positive attitude, and be comfortable managing your own time and outcomes. You will be a quick learner, and have an aptitude for IT coupled with advanced Microsoft Office skills. An understanding of the Anglican Church structure would be an advantage.

- Please call **Catherine Rich, Diocesan Registrar** on [9265 1526](tel:92651526) for the Position Description or with any inquiries.
- Apply with a cover letter and resume to recruit@sydney.anglican.asn.au

