

Team Administrator (FT - hybrid)

- Support the work of the Sydney Anglican Diocese
- Love administration and being a part of a team – this role is for you
- CBD-based Christian professional services organisation, with flexible work practices

About us

The Anglican Church Diocese of Sydney is a ministry network operating across the Sydney and Illawarra regions. Our vision is to see Christ honoured as Lord and Saviour in every community.

The Archbishop's Professional Standards Unit (PSU) administers the complaints and discipline procedure in relation to clergy and church workers. It also has the overall responsibility throughout the Diocese to ensure that all parishes and other activities of the Diocese are child protection and safe ministry compliant. The unit undertakes screening of all clergy appointments on behalf of the Archbishop and provides ongoing support, and advice to parishes and organisations.

About the role

This role is integral to the smooth running of the team, managing office and team administration including, mail, phone and record management. In addition this role has the following responsibilities;

- Managing the pre-screening process – confidentially administering the pre-screening process for all clergy appointments and ensuring these are recorded and processed.
- Providing direct P.A. support to the Director of PSU in email, correspondence and event and meeting management including arranging catering and travel arrangements as needed.
- Providing secretarial support to relevant Boards, Committees and network meetings
- Managing events and conferences - when required for the Faithfulness in Ministry conference and other events organised by the PSU

About You

You will enjoy taking ownership of key administrative processes and enjoy all administration. You will take pride in meeting deadlines, improving systems and being efficient. The successful applicant will have recent administration experience in an office environment, attention to detail, strong written and verbal communication skills, and the capacity to manage sensitive and confidential time critical matters. You will have strong skills in Microsoft Word and Adobe PDF for document creation and presentation. Applicants should also demonstrate excellent organisation skills, initiative, problem solving skills and a proactive attitude.

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

Our values underpin the way we work and we offer, flexible work practices and salary packaging.

- Please contact **Lachlan C. Bryant, Director of Professional Standards Unit** at lachlan@safeministry.org.au with any inquiries.





- Apply with a covering letter explaining why this role is the next step for you and your resume to recruit@sydney.anglican.asn.au.

