

Safe Ministry Paralegal

Casual (2 days per week) role, ideally for someone who is a university student, studying Law or has a background in legal work.

About us

Here at the Sydney Anglican Offices, we are committed to supporting the building of God's kingdom through the provision of a range of valued services to organisations and churches in the Anglican Church Diocese of Sydney.

The Office of the Director of Safe Ministry (ODSM) plays a significant role in supporting safe ministry practices across the Diocese and the safeguarding of children and vulnerable persons through screening, training, policies and advice. ODSM also administers the complaints and discipline procedure in relation to clergy and church workers. To learn more about Safe Ministry please visit this [link](#).

We would love to invite you to apply to for the Paralegal position as you consider using your skills to contribute to this important work that supports work of God's kingdom.

About the role

In the role of the Paralegal, you will provide legal and related support and assistance for the work of the ODSM, this will be through:

- Assisting the Director of Safe Ministry in undertaking work required as a result of church complaints processes, redress claims and file reviews.
- Assist in the development of policy, brochures, and other documents to assist ODSM with its work.
- Ensure files and records kept in accordance with ODSM requirements.
- Undertake research and search inquiries on behalf of the ODSM in response to allegations.

Benefits

- CBD location, brand new offices (including coffee machine!)
- Flexible work arrangements
- Professional development opportunities
- Role specific training provided

About You

- Second, third, fourth or fifth-year university student studying law.
- Ability to work unsupervised.

- Ability to work in a team environment.
- Demonstrate attention to detail and punctuality.
- Strong verbal and written skills.
- Legal research skills.
- Polite and presentable manner.
- Positive attitude with a willingness to learn.

Consistent with the ethos and values of the Sydney Anglican Offices, applicants for the position must have a demonstrated Christian commitment and are an active member of a church. Knowledge of the Sydney Anglican Diocese is an advantage.

- Please visit this [link](#) for the Position Description
- For other questions please contact Amy Bokalawela on 0414 769 963
- To apply send a cover letter and resume to recruit@sydney.anglican.asn.au

The successful applicant will be required to undergo a National Police Check, have a current WWCC, a Safe Ministry Check and have a valid working visa.