

Senior Governance Officer

- Provide corporate secretarial support to a range of boards and committees
- Make a significant contribution to the work of the Sydney Anglican Diocese and the effective operation of its corporations
- CBD-based Christian professional services organisation, with flexible work practices
- Full time role, with flexible work arrangements an option

About us

Sydney Diocesan Services (SDS) is 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 Diocesan Services team is the centre of SDS's support for the Synod and its network of committees, boards and councils, providing Corporate Secretarial services to Diocesan corporations and various functions in support of parishes in the Diocese.

About the role

You will be responsible for facilitating the work and decision-making of various corporations and committees of the Diocese, including those involved in social issues, property development, and resourcing ministry. Specific responsibilities include:

- providing corporate secretarial support to a wide range of diocesan corporations and committees, ensuring they operate effectively and efficiently
- supporting the Corporate Secretary in the implementation and oversight of the compliance framework
- overseeing key diocesan processes, such as elections and membership of diocesan boards and councils.

About You

The successful applicant will have a minimum 5 years' experience in a professional environment (supported by university-level qualifications). Attention to detail, excellent written and verbal communication skills and the capacity to manage time-critical matters and work well under pressure are essential. Applicants should also demonstrate excellent organisation skills, ability to establish strong relationships with key stakeholders, and a proactive attitude.

Knowledge and understanding of contemporary governance practices and/or experience supporting boards and committees is essential.

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

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

- Apply now with a covering letter and resume to recruit@sydney.anglican.asn.au.
- Please call **Briony Bounds, Corporate Secretary and Assistant Diocesan Secretary** on **9265 1564** for the Position Description or with any inquiries.



RESPECT



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