

MANAGER, DIOCESAN SERVICES

Sydney Diocesan Secretariat (SDS) provides a range of valued and highly regarded services to organisations and parishes in the Anglican Church Diocese of Sydney.

The Manager, Diocesan Services role assists the Head of Diocesan & Corporate Services in serving the Synod, the Standing Committee and other central diocesan bodies. This is a unique position that offers the opportunity to make a significant contribution to the work of the Diocese and the effective operation of these bodies.

The successful applicant will have a university level qualification, preferably in, business, finance, or the law; and a number of years of experience in a professional environment. Attention to detail and excellent written and verbal communication skills are essential. An understanding of complex multi-entity institutions such as the Anglican Diocese of Sydney would be an advantage.

The primary duties of the position include –

- supporting the work of the Synod, the Standing Committee and their subcommittees
- managing elections conducted by the Synod and the Standing Committee.

The Manager, Diocesan Services will have key relationships with –

- the Archbishop's Office
- the Synod and Standing Committee
- other diocesan committees and boards

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

Please apply with a covering letter and resume to Manager, Human Resources, Rebecca Addario by email to rma@sydney.anglican.asn.au and direct any inquiries to (02) 9265 1559.