

Deputy Registrar/Executive Officer-Schools

Anglican Diocese of Grafton

Grafton, Coffs Harbour & North Coast NSW

Other (CEO & General Management)

Full time

\$85,000pa. + Superannuation

About you

Are you skilled at gathering information, identifying what is key and writing a focused report for executives and board members complete with targeted recommendations?

Can you develop and revise policies and procedures after consulting with stakeholders?

Are you comfortable working in a role that has responsibility for a broad scope in governance, education, finance, business, human resources and relationship management?

If that is your skill set and source of satisfaction, you may well be the person for the role of Deputy Registrar/Executive Officer-Schools reporting to the General Manager/Registrar of the Anglican Diocese of Grafton.

This opportunity would suit a person who possesses:

- relevant tertiary qualifications;
- strong writing skills;
- strengths in logic especially for organising and analysing information;
- good self organisation and attention to detail;
- strong competency in Microsoft Office programs;
- good and adaptable interpersonal, teamwork and communication skills for a variety of stakeholders; and
- support for the ethos of the Anglican Church.

About us

The Anglican Diocese of Grafton covers the north coast of New South Wales extending from Tweed Heads to Port Macquarie. Led by the Bishop of Grafton, the Diocese consists of 25 ministry units, 5 Anglican schools, Anglicare North Coast and the Registry Office. This position is located in the Registry Office (Grafton).

Application Process

Applications should address the Qualifications and Skills contained in the Position Description, a resume and contact details of three referees.

Applications can be made in confidence to admin@graftondiocese.org.au and will close at 9am Monday 14 August 2023.

Further information

The Position Description is available at www.graftondiocese.org.au/vacancies/

If you need more information about this opportunity, you can contact the Registrar on (02) 6642 4122.

The privacy of all applicants will be respected.

The successful applicant must be able to satisfy the required background checks relating to Safe Ministry (National Police Check, Working with Children Check).