

Deputy Registrar/Executive Officer-Schools

Anglican Diocese of Grafton

Full time

Salary \$85,000pa + Superannuation (Negotiable, commensurate with qualifications, skills and experience)

The Anglican Diocese of Grafton has an exciting full-time opportunity for a skilled and experienced Executive Officer.

About you

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

Are you adept at consulting with stakeholders to develop and revise policies and procedures?

Are you comfortable working broadly across a number of areas including: governance, education, finance, business, human resources and relationship management?

If this 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;
- demonstrated high level writing skills;
- strengths in logic especially for organising and analysing information;
- excellent time management skills including working to deadlines, prioritisation of work and always attending to detail;
- well developed communication skills for a range of stakeholders;
- strong competency in Microsoft Office programs;
- a proactive, collaborative mindset and demonstrated capacity to work independently and within a team environment; and
- support for the ethos of the Anglican Church.

Some after normal business hours is required to support Board and Committee meetings and occasional organisational events.

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 and provide a resume and contact details of three referees.

Applications can be made in confidence through the Seek website or directly to admin@graftondiocese.org.au and will close at 9am Wednesday 31 January 2024.

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 Registry on [02 6642 4122](tel:0266424122). Please note that the Office will reopen on 8 January 2024.

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).