

Schedule 1**Position Description - Executive Officer Schools**

Position Title:	Executive Officer Schools
Department:	Anglican Diocese of Grafton
Reports to:	Registrar
Updated:	06 February 2026

THE ROLE

The Executive Officer Schools is an important role in the Registry of the Anglican Diocese of Grafton.

The Executive Officer Schools position supports the governance and administration of the Grafton Anglican Schools Commission's work relating to education and the five diocesan schools – Lindisfarne Anglican Grammar School (Terranora/Tweed Heads), Emmanuel Anglican College (Ballina), Clarence Valley Anglican School (Grafton), Bishop Druitt College (Coffs Harbour) and St Columba Anglican School (Port Macquarie).

The Executive Officer Schools role is a 0.8 FTE position, with negotiation possible for a full-time position for with candidates with desirable skills

PURPOSE OF THE POSITION

Executive Officer Schools - operating under broad direction from the Registrar/General Manager and the Chair – Grafton Anglican Schools Commission, the Executive Officer-Schools will assist in the effective management of the governance, financial and communication functions relating to the Commission.

REPORTING RELATIONSHIPS

The Executive Officer Schools reports to the Registrar/General Manager and will liaise closely with the Bishop and Chair of the Commission.

MAJOR DUTIES AND RESPONSIBILITIES.

In the area of support for the Grafton Anglican Schools Commission, the Executive Officer Schools will be:

- Providing guidance and support to School Chairs, Principals, Chaplains and Business Managers of Diocesan Schools on matters relating Diocesan Governance, Anglican Ethos, Diocesan approval (e.g. capital expenditure) and other initiatives;
- Acting as relationship manager between the Grafton Anglican Schools Commission (GASC), Diocesan leadership (Bishop, Corporate Trustees, Registry) and each Diocesan School including Chairs, Principals, Chaplains



and Business Managers. Ensuring clear two-way communication, timely escalation and resolution of issues, and alignment with Anglican ethos, Diocesan governance requirements and decisions

- Providing regular written updates to the Schools, GASC Chair and the Diocese on progress, risks and emerging opportunities.
- Proactively supporting Schools and GASC in undertaking research and data gathering to inform the strategic direction of Anglican education;
- Developing and revising policies, procedures, guides and ordinances relating to the work of the Schools and Commission (see [Schools Commission Ordinance](#) for further detail);
- Supporting the Administration of GASC and its Chair as secretary. Planning and preparing for governance meetings, including writing business papers, taking minutes and circulating correspondence.
- Attending all Commission and Diocesan Schools Network meetings;
- Undertaking research and data gathering to inform the work of the Commission; and
- Undertaking other relevant duties and tasks as directed.

In addition, strong consideration will be given to desirable skills in the area of general governance and administration support, including:

- Contributing to the preparation of briefing/item papers and other board papers for meetings of Bishop-in-Council, The Corporate Trustees and other standing committees of the Diocese and provide executive support in governance matters for Diocesan boards and committees;
- Researching, designing and developing systems, processes and tools to strengthen governance and management and improve organisational capability to further the mission of the Diocese;
- Reviewing, developing and providing advice on Diocesan policies, procedures and instructional manuals; and
- In consultation with the Registrar and the Ordinance Review Committee, preparing internal legislation (Ordinances) for the Diocese.

Participation in Registry Improvement

- Participating as part of the office team in the general improvement of the operation of the Bishop's Registry; and
- Supporting an approach that fosters teamwork and consultation.

QUALIFICATIONS AND SKILLS

The Executive Officer Schools will have the following qualities, professional qualifications and skills:

1. Tertiary qualifications, preferably in education, governance, finance, business, human resources or education followed by at least 3 years' experience in an organisational environment;
2. Advanced oral and written communication skills, including the ability to prepare reports, briefing documents and correspondence;
3. Intermediate Financial Literacy
4. Strong logical thinking and analytical skills enabling comprehension of new topics and recognition of relevant information;



5. Effective liaison and interpersonal skills, and the ability to build and maintain relationships with a diverse range of colleagues and stakeholders;
6. Sound organisational and time management skills suitable for maintaining quality work and meeting deadlines in a multi-task environment;
7. Demonstrated ability to work as part of a team, as well as being able to exercise judgment and initiative with a high level of integrity and confidentiality;
8. High proficiency in personal computing skills especially relating to Microsoft Office 365 and similar applications;
9. Demonstrated understanding of and commitment to the implementation of equity and workplace health and safety principles; and
10. A sympathetic understanding of and commitment to the ethos and values of the Anglican Church of Australia and an appreciation for its mission.

The ability to satisfy the background checks relating to Safe Ministry as required by the Anglican Diocese of Grafton (e.g. National Police Check; Working With Children Check) is essential and travel, from time to time, to and between the Grafton Diocesan Office and the 5 Diocesan Schools.

Desirable (but not required) Criteria

- Prior experience in a similar role in an Australian Charity or Not for profit organisation.
- Advanced to Expert financial literacy.
- Prior experience in providing secretariat support to a governance bodies.
- Prior experience interacting with the governance of a non-government school.
- Membership of the Anglican Church of Australia.

