

Schedule 1

Position Description - Executive Officer Schools

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| Position Title: | Administration Support Officer |
| Department: | Anglican Diocese of Grafton |
| Reports to: | Registrar |
| Updated: | 10 February 2026 |

THE ROLE

The Administration Support Officer is an important role in the Registry of the Anglican Diocese of Grafton.

The Administration support officer provides high-level administrative support to the Registrar/General manager and Executive officers, ensuring the smooth operation of the office and the timely completion of tasks. This position is responsible for a variety of administrative duties, including managing correspondence, scheduling, document preparation, data entry, archives and assisting with the coordination of meetings and events. The officer will also support governance-related tasks, assist with the maintenance of registers, and liaise with both internal and external stakeholders to facilitate efficient communication and workflow.

The Administration Support Officer role is a 0.4 FTE position, with negotiation possible for further FTE with candidates with desirable skills.

PURPOSE OF THE POSITION

The Administration Support Officer provides administrative and secretarial support services to facilitate the operation of the Bishops Registry.

REPORTING RELATIONSHIPS

The Administration support officer reports to the Registrar/General Manager and will liaise closely with the Registrars' Executive Assistant and Bishops PA

MAJOR DUTIES AND RESPONSIBILITIES.

- Provide a range of administration and support services including records management, routine correspondence and meeting and event coordination to support the effective operation of the Bishop's Registry
- Collect and compile information, and prepare documents and correspondence in line with quality and organisational requirements to support information flow and inform decision making
- Complete routine data entry, archiving and filing, ensuring compliance with Diocese Policy and Procedures
- Respond to inquiries, and escalate and redirect issues as needed to ensure the provision of accurate information
- Update and maintain records and databases and comply with administration systems and processes to ensure that all information is accurate, stored correctly and accessible
- Administer and coordinate the generic email inbox
- Undertake other reasonable tasks as directed

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 Administration Support Officer will have the following qualities, professional qualifications and skills:

1. Proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint) is essential.
2. Excellent time management, organizational skills, and a high attention to detail.
3. Experience in diary management, scheduling meetings, data entry, and handling office supplies.
4. Basic oral and written communication skills, including the ability to prepare correspondence;
5. Strong logical thinking and analytical skills enabling comprehension of new topics and recognition of relevant information;
6. 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;
7. Demonstrated understanding of and commitment to the implementation of equity and workplace health and safety principles; and
8. 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.

Desirable (but not required) Criteria

- Prior experience in a similar role in an Australian Charity or Not for profit organisation.
- Prior experience in Archives/Administration
- Prior experience in providing secretariat support to governance bodies.
- Prior experience interacting with the governance of a Church Institution.
- Membership of the Anglican Church of Australia.

