

## Corporate Secretary

- Small team with the opportunity to use your governance experience to make a difference
- Competitive salary and salary packaging options
- CBD-based Christian organisation with flexible work practices

### About us

Sydney Diocesan Services (SDS) is a key part of the central administration of the Anglican Diocese of Sydney. Our main role is to provide a range of professional services to the Synod, to other diocesan organisations and to parishes in support of the mission work and many other ministries taking place across the Diocese.

The Diocesan & Corporate Services team is the centre of SDS's support for the Synod and its network of committees, boards and councils.

### About the role

Reporting to the Head of Diocesan & Corporate Services, the Corporate Secretary provides corporate secretariat services to various corporations served by SDS, including the Glebe Administration Board, St Andrew's House Corporation, Anglican Church Growth Corporation, New Churches for New Communities, and SDS Legal. Additionally, you will:

- Manage the governance framework for these organisations
- Provide secretariat support to other subcommittees of the Synod and the Standing Committee as required
- Undertake special governance projects in relation to the operations of SDS and the organisations served by them

SDS's values underpin the way we work and we offer professional development opportunities, flexible work practices, and an employee recognition program.

### About you

You will have significant and proven experience in a similar role, supported by university-level qualifications in law, business, corporate governance, or related discipline. Additionally, you will have:

- Excellent attention to detail complemented by superior written and verbal communication
- Significant experience supporting boards and committees
- Demonstrated experience with contemporary governance practices
- Ability to coordinate and manage multiple projects and deadlines
- Exceptional organisation skills and the ability to establish strong relationships with key stakeholders



You will work with an experienced team who respects others, seeks to collaborate, ensures we deliver and celebrates others' achievements. Consistent with the ethos and values of SDS, you will be a committed Christian, actively involved in your local church.

### How to apply

- Please call **Amy Bokalawela** on **0433 996 382** for the Position Description or with any inquiries.
- Apply with a covering letter and resume to **[recruit@sydney.anglican.asn.au](mailto:recruit@sydney.anglican.asn.au)**

