

Senior Governance Officer

- Provide secretarial support to a range of boards and committees
- Make a significant contribution to the work of the Sydney Diocese
- CBD-based Christian professional services organisation, with flexible work practices
- Part time Contract role - 4 days per week (0.8 FTE) - 18 month contract

About us

Sydney Diocesan Services (SDS) is committed to supporting the building of God's Kingdom through the provision of a range of valued services to organisations and churches in the Anglican Church Diocese of Sydney.

The Diocesan & Corporate Services team is the centre of SDS's support for the Synod and its network of committees, boards and councils, providing Corporate Secretarial services to Diocesan corporations and various functions in support of parishes in the Diocese.

About the role

You will be responsible for facilitating the work and decision-making of the various corporations of the Diocese. Specific responsibilities include:

- providing corporate secretarial support to diocesan corporations, ensuring they operate effectively and efficiently
- providing secretarial support to diocesan committees from time to time
- supporting the Corporate Secretary in implementation and oversight of risk and compliance framework.

About You

The successful applicant will have a minimum 5 years' experience in a professional environment (supported by university-level qualifications). Attention to detail and excellent written and verbal communication skills are essential. Applicants should also demonstrate excellent organisation skills, ability to establish strong relationships with key stakeholders, and a proactive attitude.

Knowledge and understanding of contemporary governance practices and/or experience supporting boards and committees will be highly regarded.

Consistent with the ethos and values of SDS, applicants for the position should have a demonstrated Christian commitment. Being an active member of an Anglican church in the Diocese is an advantage.

SDS's values underpin the way we work and we offer professional development opportunities, flexible work practices, and an Employee Recognition Program.

- Applications will not be accepted if they do not have a covering letter. Apply to recruit@sydney.anglican.asn.au with a covering letter and your CV.
- Please call **Briony Bounds, Corporate Secretary** on **9265 1564** for the Position Description or with any inquiries.



RESPECT



INNOVATE



COLLABORATE



CELEBRATE



DELIVER