

Administration Officer

- Contribute to the work of the Sydney Anglican Diocese
- Use your administration skills to support a range of boards and committees
- CBD-based Christian professional services organisation, with flexible work practices

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

About the role

You will be providing administrative support to the Diocesan Services Team and Legal Services Team. Specific responsibilities include:

- preparing documents in Word (for example, agendas and minutes, reports and ordinances)
- compiling finalised forms of documentation and uploading to a secure portal
- managing meeting logistics and scheduling for boards and committees

About You

The successful applicant will have administration experience in an office environment. Attention to detail, strong written and verbal communication skills, and the capacity to manage time critical matters are essential. You will have strong skills in Microsoft Word and Adobe PDF for document creation and presentation. Applicants should also demonstrate excellent organisation skills, initiative and ability learn new skills, and a proactive attitude.

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.

- Please call **Briony Bounds, Corporate Secretary and Assistant Diocesan Secretary** on 9265 1564 for the Position Description or with any inquiries.
- Apply with a covering letter and resume to recruit@sydney.anglican.asn.au.

