

## Compliance & Governance Officer

- **Working with an experienced team in Diocesan and Corporate Services to enhance SDS' compliance framework**
- **Provide secretarial support to a range of boards and committees**
- **18-month contract**

### 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

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

- implementing the findings of an external review of SDS' compliance framework
- providing corporate secretarial support to a range of diocesan committees and corporations, ensuring they operate effectively and efficiently
- providing secretarial and other administrative support for Synod and Standing Committee as required

### About You

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

You will have knowledge and understanding of contemporary governance, risk and compliance practices and ideally experience supporting boards and committees.

Consistent with the ethos and values of SDS, you 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.



## How to apply

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

