

## Parish Consultant

**Part time (1 day, potential for 2 days) role, ideal for someone who has stakeholder and administration experience.**

### About us

Here at the Sydney Anglican Offices, we are 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 Office of the Director of Safe Ministry (ODSM) plays a significant role in supporting safe ministry practices across the Diocese and the safeguarding of children and vulnerable persons through screening, training, policies and advice. ODSM also administers the complaints and discipline procedure in relation to clergy and church workers. To learn more about Safe Ministry please visit this [link](#).

We would love to invite you to apply to for the Parish Consultant position as you consider using your skills to contribute to this important work that supports work of God's kingdom.

### About the role

The Parish Consultant will support and resource the Safe Ministry Representative (SMRs) in all our parish and ENC fellowships in the Diocese, ensuring compliance and with the Safe Ministry to Children Ordinance 2020, including:

- Engage with SMRs through clear communication to ensure SMRs are well resourced in their positions.
- Identify areas of interest or concern for SMR's and develop Zoom-based training in those areas.
- Oversee audit process for parishes to ensure they are compliant with Safe Ministry practices and policies.
- Maintain and facilitate use of the Safe Ministry Records Online system.
- Manage and maintain current details for SMRs.
- Assist with co-ordination and management of the event logistics in relation to the Faithfulness in Ministry conference.



## Benefits

- CBD location, brand new offices (including coffee machine!)
- Flexible work arrangements
- Professional development opportunities
- Salary packaging options
- Volunteer days

## About You

- Experience in administration (2 – 4 years' experience).
- Exceptional ability to be confidential and manage sensitive information.
- Demonstrated and sound administration skills including proficiency in Microsoft office.
- Attention to detail and sound judgement.
- Understanding of Safe Ministry practices is an advantage.
- Excellent interpersonal skills and able to communicate with staff and stakeholders – both professional and well mannered.
- Client Service orientated with experience meeting stakeholder/client expectations.
- Demonstrated ability to innovate through continually looking for improvements.
- Team orientated - able to respect, value and seek the input of others.

Consistent with the ethos and values of the Sydney Anglican Offices, applicants for the position must have a demonstrated Christian commitment and are an active member of a church. Knowledge of the Diocese is an advantage.

- Please visit this [link](#) for the Position Description
- For other questions please contact Amy Bokalawela on 0414 769 963
- To apply send a cover letter and resume to [recruit@sydney.anglican.asn.au](mailto:recruit@sydney.anglican.asn.au)

*The successful applicant will be required to undergo a National Police Check, have a current WWCC, a Safe Ministry Check and have a valid working visa.*

