

Executive Officer Positions

Anglican Diocese of Grafton

FTE negotiable

Salary \$85,000pa + Superannuation (Negotiable, commensurate with qualifications, skills and experience)

As 2024 draws to a close, you may be considering a professional change. If this is you, the Anglican Diocese of Grafton has recently completed a review of its central services offered at the Registry Office and is ready to move forward with an exciting future. These newly created positions provide opportunities to join and progress the work of the Diocese.

The Anglican Diocese of Grafton covers the mid and north coast areas of New South Wales, extending from Tweed Heads to Port Macquarie. Led by the Bishop of Grafton, the Diocese consists of 25 ministry units, 5 Anglican schools, a preschool, Anglicare North Coast and the Registry Office located in Grafton.

FTE rates, salaries and working location are all negotiable.

About you

Candidates might have a combination of the following skills and experience:

- Stakeholder consultation
- Education
- Governance
- Policy
- Property development
- Compliance
- Human Resources
- Legal
- Safe Ministry
- Finance
- Business

As a **priority**, we are looking for someone to fulfill a 0.4FTE allocation to assist in the governance provided by the [Grafton Anglican Schools Commission](#). This may be a standalone role, or be expanded to include other responsibilities, depending on skills and experience.

Each of the available positions would suit someone who is:

- A great communicator.
- Can write focused reports for executives and board members.
- Adept at consulting with stakeholders.
- Proactive, possesses a collaborative mindset and has the capacity to work independently and within a team environment.
- Able to develop and revise policies and procedures.
- Comfortable working broadly across a number of subject areas.
- Attentive to detail.
- Supportive of the ethos of the Anglican Church

Application Process

The Diocese is conducting an Expressions of Interest campaign to determine the best mix of people to join the team. Your EOI should include a Cover Letter outlining your professional background and how you can contribute to the future of the Diocese. A resume is also compulsory.

Expressions of Interest can be made in confidence through the Seek website or directly to admin@graftondiocese.org.au and will close at 10am Monday 25 November 2024.

Further information

Draft Position Descriptions are available at www.graftondiocese.org.au/vacancies/.

Please note that these are provided as a guide for you to prepare your Eoi. There is some flexibility to shape roles to best utilise candidates' capabilities.

If you need more information about these opportunities, you can contact the Registrar on [\(02\) 6642 4122](tel:(02)66424122).

The privacy of all applicants will be respected.

We encourage Aboriginal and Torres Strait Islander people to apply.

The successful applicants must be able to satisfy the required background checks relating to Safe Ministry (National Police Check, Working with Children Check).