

**REGISTRAR/GENERAL MANAGER
ANGLICAN DIOCESE OF GRAFTON**



Anglican Diocese of
Grafton

The Anglican Diocese of Grafton seeks a pro-active executive leader to join our team on the North Coast of New South Wales. The Diocese consists of parishes, schools, Anglicare North Coast, Hospital Chaplaincies and the Diocesan Registry Office and covers a region from Tweed Heads in the north to Port Macquarie in the south.

The Registrar/General Manager is based in the Registry Office in Grafton and leads a team delivering a range of services across the Diocese, supporting its Ministry Units as well as the Bishop, Synod, Bishop in Council and the Corporate Trustees through governance and administration, finances, asset management, insurance, professional standards, health and safety, payroll and communications.

The successful candidate for this role will be a highly motivated and resilient self-starter with proven experience in achieving outcomes that address complex issues. They will be decisive, with high-level analytical skills, particularly in relation to governance, business and asset management, and service delivery.

We will soon be recruiting a number of new positions to add to the existing team that supports the Registrar and the Bishop. This is the opportunity to become part of delivering a new future for the Diocese.

Full details of this opportunity and the application process are available at:
www.graftondiocese.org.au/vacancies

Applications will close on Tuesday 28 January 2025
Enquiries to bishop@graftondiocese.org.au