

## **Registrar / General Manager**

### **Key Selection Criteria and Information for Applicants**

To be considered candidates will need to demonstrate:

1. An active commitment to the Christian faith;
2. A sympathetic understanding of and commitment to the ethos and values of the Anglican Church and an appreciation for the mission of the Anglican Church;
3. Demonstrated experience in the areas of governance and risk management;
4. Senior and varied experience in human resource management;
5. Significant experience in financial and asset management;
6. Proven knowledge and ability to apply relevant legislation including WHS, Anti-discrimination, and Child Protection;
7. A capacity to meet the Australian Charities and Not-for-profits Commission's Standards for Responsible Persons;
8. An ability to establish and maintain strong working relationships with board members, honorary appointments and volunteers.
9. Must hold a current NSW Working with Children's Check (WWCC) and meet the Professional Standards requirements of the Anglican Diocese of Grafton.
10. Being an active member of an Anglican Church with knowledge of the Diocese is an advantage.

#### **Selection Process**

A small committee will manage the recruitment process and conduct interviews. Applications for this role should include a covering letter, a resume outlining relevant experience and a written statement in response to the selection criteria.

Contact details for three referees should be provided with the application. They will not be contacted without seeking prior permission from the applicant.

It is anticipated that short-listing will occur in early February and that interviews for short-listed applicants will take place in later in February.

#### **Terms and Conditions**

An ongoing employment agreement will be offered, subject to effective performance during a six-month probationary period.

A Performance Review will occur after six months, at the end of the first year, and thereafter on a biennial basis. Reviews will include 360-degree feed-back evaluation. The review panel will include the Bishop, a member of Bishop in Council and a representative of the Ministry Units within the Diocese.

### **Remuneration Package**

An attractive salary package, including a fully serviced motor vehicle, will be offered commensurate with qualifications, skills and experience.

### **Enquiries**

Enquiries relating to this position should be directed to The Bishop of Grafton at [bishop@graftondiocese.org.au](mailto:bishop@graftondiocese.org.au)

### **Applications**

The closing date for applications is Tuesday 28 January 2025. Applications should include:

1. A covering letter;
2. A resume outlining relevant qualifications and experience;
3. A statement in response to the selection criteria and the requirements of the role.

Applications should be emailed to [pa@graftondiocese.org.au](mailto:pa@graftondiocese.org.au)

