



Bishop's Executive Officer

Team	Bishop's Office Team
Classification	Fulltime ongoing

Position purpose

The Bishop's Executive Officer is one of five roles in the Bishop's Office Team. The role is focused on working with the Diocesan Bishop to enable him/her to exercise his/her responsibilities and to oversee processes and communication relevant to the Episcopal role.

Position description

Reporting to the Diocesan Bishop, the Bishop's Executive Officer will work closely with him/her and with other members of the Bishops Office Team to ensure that processes relating to the selection, licensing and appointment of clergy and lay ministers are managed effectively and efficiently, and that communication from the Bishops Office on these and other matters is timely, relevant and clear.

Primary responsibilities

- Draft, review and send communication on behalf of Diocesan Bishop, including but not limited to monthly Ad Clerum, Diocesan Directory and Diocesan Prayer Diary
- Manage Diocesan Bishop's diary, including scheduling of appointments and meetings
- Organize and prepare for meetings, including but not limited to gathering documents and attending to logistics of meetings
- Take, prepare and distribute minutes and records of meetings as required
- Liaise with relevant Archdeacon(s) to ensure Clergy Appointment Board processes are managed efficiently in accordance with Diocesan ordinances
- Oversee processes for the licensing of clergy and lay ministers, including liaising with the safe ministry office
- Maintain records of communication between the Diocesan Bishop and clergy and ministry units
- While maintaining appropriate confidentiality, ensure relevant information on clergy and other ministers is communicated to ADS and other Diocesan staff as necessary
- Together with other members of the Bishops' Office Team, contribute to a physical and relational environment that is welcoming, accessible and attractive to people within and outside the Diocese

Key skills and experience

- 5+ years' experience in a senior Executive Officer/Executive Assistant role or similar
- Excellent oral and written communication and interpersonal skills, including competence in word processing, email, calendar and spreadsheet software
- High level administration skills in an environment of multiple responsibilities and deadlines
- Good understanding of the structure, governance and mission of the Anglican Church



Key Personal Attributes

- High level of emotional intelligence
- Enthusiastic about working in a team, and building links between that team and other workers
- Wisdom in understanding and exercising appropriate confidentiality when dealing with sensitive matters
- A connection with and commitment to the Christian Mission of the Bishop's Office

Other requirements

The Bishop's Executive Officer is required to:

- Abide by the ADS Code of Good Practice and associated professional standards
- Attend mandatory and other training as required
- Participate in and promote continuous quality improvement processes
- Promote an environment that is welcoming, culturally safe and mission-focused

The Bishop's Executive Officer must possess a:

- Valid and current NSW / ACT Driver's Licence.
- Valid and current NSW Working with Children and ACT Working with Vulnerable People accreditation.
- Satisfactory Police and criminal history check conducted by ADS.

Desirable criteria

- Competence in workflow and collaboration software

Reports to:

Diocesan Bishop

Key relationships

Bishops Office Team
ADS Staff
Diocesan Clergy

Application Process

Please write a covering letter (maximum of two pages) addressing your suitability for the role according to the key skills, experience, personal attributes and other requirements and submit, together with your resume, to HR@anglicands.org.au